

## February 12, 2013

### agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
<b>1,2 CTO, Additions</b>		
	Document Summary	1A
	Agenda	2A-2B
<b>3 Consent Agenda</b>		
	Minutes of January 8 Regular Meeting <b>(action)</b>	3A-3B
	Minutes of January 24 Technology Committee Meeting <b>(action)</b>	4A-4B
	Minutes of February 5 Human Resources Committee Meeting <b>(action)</b>	5A
<b>4 Financial Reports (Yellow)</b>		
	Detailed Balance Sheet January <b>(action)</b>	6A-6F
	Detailed Revenue & Expense Report January <b>(action)</b>	7A-7F
	Revenue & Expense Report with Percentages January <b>(action)</b>	8A-8E
<b>5 Approval of Checks (Green)</b>		
	Manual Check Report January <b>(action)</b>	9A-9B
	Check Register January <b>(action)</b>	10A-10L
<b>6 Opportunity to Address Board</b>		
	(No documents)	
<b>7 Old Business</b>		
	Revised Patron Behavior Policy <b>(action)</b>	11A-11B
	Revised Computer Usage Policy <b>(action)</b>	12A-12C
	Budget for Fiscal Year 2013-2014 <b>(action)</b>	13A-13O
<b>8 Director's Report</b>		
	Librarian's Narrative Report	14A-14D
	Statistical Reports	15A
<b>9 New Business</b>		
	Flow Chart and Salary Ranges <b>(action)</b>	16A-16E
<b>10 Executive Session</b>		
<b>11 Committee Reports</b>		
	(No Documents)	
<b>12 Any and All Other Business ...</b>		
<b>13 Adjournment</b>		
	<b>Attachments</b>	
	Technology Timetable	17A

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, February 12, 2013 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter Through Library Main Entrance

1. **Call to Order**
2. **Additions & Corrections to the Agenda**
3. **Approval of Minutes**
  - a. Approval of Minutes of 1/08/2013 Regular Meeting of the Board **(action)**
  - b. Approval of Minutes of 1/24/2013 Technology Committee Meeting **(action)**
  - c. Approval of Minutes of 2/5/2013 Human Resources Committee Meeting **(action)**
4. **January 2013 Financial Reports** – Detailed Balance and Revenue/Expense (Yellow Pages)
  - a. January Detailed Balance Sheet **(action)**
  - b. January Detailed Revenue & Expense Report **(action)**
  - c. January Detailed Revenue & Expense Report **(action)**
5. **Approval of checks** (Green Pages)
  - a. January Manual Checks (10952-10953, 10955-10961) **(action)**
  - b. January Monthly Checks (10962-10995) **(action)**
6. **Opportunity for Public to Address the Board** (limit 5 minutes per person per meeting)
7. **Old Business**
  - a. Revised Patron Behavior Policy **(action)**
  - b. Revised Computer Usage Policy **(action)**
  - c. Budget for Fiscal Year 2013-2014 **(action)**
8. **Director's Report**
  - a. Director's Narrative Report
  - b. Statistical Report
  - c. Announcements and Correspondence
  - d. Friends Meeting Attendee for April 13 (No Meeting in March)
  - e. Programs of Interest to Library Trustees
9. **New Business**
  - a. Staff Reorganization and Salary Ranges **(action)**

**10. Executive Session**

- a. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

**11. Committee Reports**

- a. Finance Committee (Stroh, Kregor, Bush)
- b. Human Resources Committee (Gottshall, Bush, Meierhoff)
- c. Building and Grounds Committee (Stroh, Meierhoff)
- d. Technology Committee (Kregor, Wojda)
- e. Public Relations/Advocacy/Fundraising (Gottshall, Wojda)
- f. Friends Liason (rotates among trustees)
- g. Intergovernmental Committee (Stroh, Bush)
- h. Long Range Planning Committee (Kregor, Wojda)

**12. Any and all other business which may properly come before the Board****13. Adjournment****Attachments:**

**Draft of 2013-2014 FY Budget**  
**Revised User Behavior Policy**  
**Revised Computer Usage Policy**  
**Flow Chart and Salary Ranges**  
**Technology Timetable**

**Upcoming Board Meetings: March 12, April 9, 2013, and May 14.**

**Lake Bluff Public Library**  
**Board of Library Trustees Meeting**  
**Tuesday, January 8, 2013 at 7:00 PM**  
123 E. Scranton Ave, Lake Bluff, IL 60044  
Enter through Library main entrance

1. **Call to Order – the meeting was called to order by President John Marozsan at 7:02 p.m. Roll call was called and a quorum was established. Present: Karen Bush, Julie Gottshall, Tim Kregor, John Marozsan, Kathy Meierhoff, Cal Stroh, Romain Wojda. Library Staff: Director Eric Bailey, Carlen DeThorne**
2. **Additions & Corrections to the Agenda - none**
3. **Approval of Minutes**
  - a. **Approval of Minutes of 12/11/2012 Regular Meeting of the Board - moved to approve: Bush, second: Wojda, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
4. **December 2012 Financial Reports – Detailed Balance and Revenue/Expense (Yellow Pages)**
  - a. **December Detailed Balance Sheet**
  - b. **December Detailed Revenue & Expense Report**
  - c. **December Detailed Revenue & Expense Report**  
**Motion to approve all December Financial reports: Bush, Second: Wojda, moved to approve: Bush, second: Wojda, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
5. **Approval of checks (Green Pages)**
  - a. **December Manual Checks (10917 – 10924)**
  - b. **December Monthly Checks (10925 – 10951)**  
**Motion to approve all December manual and monthly checks: Gottshall, Second: Marozsan, ayes: Bush, Gottshall, Kregor, Marozsan, Meierhoff, Stroh, Wojda.**
6. **Opportunity for Public to Address the Board (limit 5 minutes per person per meeting) - none**
7. **Old Business - none**
8. **Director's Report**
  - a. **Director's Narrative Report**
  - b. **Statistical Report**
  - c. **Announcements and Correspondence**

- d. **Friends Meeting Attendee for January 12, 2013: Wodja, February Meeting: Gottshall**
- e. **Programs of Interest to Library Trustees – none discussed**

**New Business**

- f. **Discussion of Network Service Providers – Technology Committee will meet and report back to Board**
- g. **Discussion of rough draft of 2013 – 2014 FY Budget -**
- h. **June Meeting date – the Board agreed to change the meeting date from June 11, 2013 to June 18, 2013.**
- i. **Board Vacancy**

**9. Executive Session**

- a. **To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)**  
**The Board did not go into Executive Session.**

**10. Committee Reports**

- a. **Finance Committee (Stroh, Kregor, Bush)**
- b. **Human Resources Committee (Gottshall, Bush, Meierhoff)**
- c. **Building and Grounds Committee (Stroh, Meierhoff)**
- d. **Technology Committee (Kregor, Wojda)**
- e. **Public Relations/Advocacy/Fundraising (Gottshall, Wojda)**
- f. **Friends Liason (rotates among trustees)**
- g. **Intergovernmental Committee (Stroh, Bush)**
- h. **Long Range Planning Committee (Kregor, Wojda)**

**11. Any and all other business which may properly come before the Board - none**

**12. Adjournment: Motion to adjourn at 8:00 p.m.: Bush, Second: Stroh.**

**Attachments:**

**Rough Draft of 2013 - 2014 FY Budget**  
**Information on the Small Public Library Management Conference**  
**Thank you letter from Ryan Kirkpatrick**

**Upcoming Board Meetings: February 12, 2013, and March 12, 2013 and April 9, 2013**

Respectfully Submitted,  
Kathy Meierhoff

**LAKE BLUFF PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Technology Committee  
Thursday, January 24, 2013

- 1) **Call to Order; Roll Call:** The meeting was called to order at 6:07 p.m. by Committee Chair Tim Kregor. Roll was called and a quorum was established.

Present: Tim Kregor, Romain Wojda

Absent: John Maroszan

Library Staff Present: Eric Bailey, Lyndy Jensen, Carlen DeThorne

Members of the Public: none

2) **Discussion of Technology Projects for the 2013-2014 Fiscal Year**

- a) Discussion of the Integrated Library System (ILS), new Virtual Server, and contract for Local Area Network Management with Computer View Inc (CVI).
- b) **RESOLVED:** The Committee recommends to the Full Board of Library Trustees that bids for a new ILS will be obtained and reviewed, the appropriate Virtual Server selected based off the needs of the ILS software and consultation with an impartial expert, and the contract of CVI extended for 1 year. Installation of hardware and change in ILS to begin May 1, 2013 at the start of the Fiscal Year. Staff will make all efforts to eliminate equipment on loan without contract, and other similar connections if identified, from CVI. If successful, an RFP for Local Area Network Management will be published in the winter of 2013-2014 for a new LAN Management Company.

3) **Any other business:**

- a) No other business was brought before the committee.

4) **Adjournment:** Kregor moved and Wojda seconded a motion to adjourn the meeting at 7:00 p.m.

AYES: all

NAYES: none

ABSENT: none

Respectfully submitted,

Eric S. Bailey, Library Director

**Lake Bluff Public Library  
Human Resources Committee Meeting  
Tuesday, February 5, 2013 at 7:00 PM  
123 E. Scranton Ave, Lake Bluff, IL 60044**

1. **2. Call to order:** Julie Gottshall ( Chairperson) called the meeting to order at 7:04 p.m. Roll was called and a quorum was established. Present: Julie Gotthshall, John Marozsan, Kathy Meierhoff. Absent: Karen Bush. Library staff: Eric Baily, Director, Carlen De Thorne.
3. **Opportunity for Public to Address the Committee** – no one addressed the Committee
4. **Discussion of Proposed HR Plan** - The Director will make some revisions to the HR Plan and present to the Board of Trustees at the February 12, 2013 meeting.
5. **Executive Session** – the Committee did not go into Executive Committee
6. **Any and all other business** – none
7. **Adjournment** – Marozsan moved and Meierhoff seconded to adjourn at 8:11 p.m.

Respectfully Submitted,  
Kathy Meierhoff, Committee Member

# Lake Bluff Public Library

6A

DATE: 02/08/2013  
 TIME: 15:25:35  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 1  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 01/31/13
<b>ASSETS</b>					
<b>DUE TO/FROM ACCOUNTS</b>					
80-00-100-10000	DUE TO/FROM OTHER FUNDS	286,060.54	8,891.48	8,868.51	286,083.51
80-00-100-20000	LIB GR FND DUE TO/FROM DETAIL	0.00	0.00	0.00	0.00
<b>TOTAL DUE TO/FROM ACCOUNTS</b>		<b>286,060.54</b>	<b>8,891.48</b>	<b>8,868.51</b>	<b>286,083.51</b>
<b>CASH &amp; INVESTMENTS</b>					
80-10-101-10000	CHECKING ACCOUNT	33,058.22	151,255.85	174,113.49	10,200.58
80-10-101-10001	CASH BOX OVER/SHORT	0.00	27.67	374.02	(346.35)
80-10-101-11000	MONEY MARKET ACCOUNT	205,894.68	420,993.12	466,189.79	160,698.01
80-10-101-12000	SAVINGS ACCOUNT	0.00	0.00	0.00	0.00
80-10-101-12100	N TR WEED & FEED CHECKING ACCT	0.00	0.00	0.00	0.00
80-10-101-13000	PETTY CASH	150.00	0.00	0.00	150.00
80-10-101-15000	INVESTMENTS	0.00	0.00	0.00	0.00
80-10-101-15010	US GOVERNMENT OBLIGATIONS	0.00	0.00	0.00	0.00
80-10-101-15020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00
80-10-101-15110	ILLINOIS FUND	234,628.87	806,971.48	481,000.00	560,600.35
80-10-101-15111	ILLINOIS FUNDS - GRANTS	1.80	0.00	0.00	1.80
<b>TOTAL CASH &amp; INVESTMENTS</b>		<b>473,733.57</b>	<b>1,379,248.12</b>	<b>1,121,677.30</b>	<b>731,304.39</b>
<b>RECEIVABLES</b>					
80-10-201-15000	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-15200	PROPERTY TAX RECEIVABLE	804,832.23	0.00	0.00	804,832.23
80-10-201-35000	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00
80-10-201-37000	OTHER RECEIVABLE	0.00	0.00	0.00	0.00
<b>TOTAL RECEIVABLES</b>		<b>804,832.23</b>	<b>0.00</b>	<b>0.00</b>	<b>804,832.23</b>
<b>OTHER ASSETS</b>					
80-10-301-37100	DUE FROM THE VILLAGE	(64.58)	874,485.74	882,168.90	(7,747.74)
80-10-301-55000	PREPAID EXPENSES	0.00	0.00	0.00	0.00
<b>TOTAL OTHER ASSETS</b>		<b>(64.58)</b>	<b>874,485.74</b>	<b>882,168.90</b>	<b>(7,747.74)</b>
<b>TOTAL ASSETS</b>		<b>1,564,561.76</b>	<b>2,262,625.34</b>	<b>2,012,714.71</b>	<b>1,814,472.39</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-1-20000	ACCOUNTS PAYABLE	18,410.07	304,655.35	311,984.55	26,269.27
80-20-2-41000	SOCIAL SECURITY TAX PAYABLE	0.00	36,749.54	36,749.54	0.00

# Lake Bluff Public Library

6B

DATE: 02/01/2013  
 TIME: 15:25:35  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 01/31/13
<b>LIABILITIES</b>					
<b>PAYABLES</b>					
80-20-102-42000	FEDERAL INCOME TAX PAYABLE	0.00	24,290.97	24,290.97	0.00
80-20-102-43000	STATE INCOME TAX PAYABLE	0.00	11,481.49	11,481.49	0.00
80-20-102-44000	IMRF PAYABLE	0.00	37,498.81	37,498.81	0.00
80-20-102-45000	ICMA 457 PLAN PAYABLE	0.00	18,400.00	18,400.00	0.00
80-20-102-46000	MEDICAL INSURANCE PAYABLE	0.00	0.00	0.00	0.00
80-20-102-65000	LIBRARY FLEXIBLE BENEFIT PAYAB	0.00	2,279.04	2,279.04	0.00
80-20-102-66000	LIBRARY HSA PAYABLE	0.00	3,600.00	3,600.00	0.00
80-20-102-70000	OTHER SHORT TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL PAYABLES</b>		<b>18,940.07</b>	<b>438,955.20</b>	<b>446,284.40</b>	<b>26,269.27</b>
<b>OTHER LIABILITIES</b>					
80-20-202-16000	ACCRUED PAYROLL	15,087.00	0.00	0.00	15,087.00
80-20-202-22000	DEFERRED PROPERTY TAX	804,832.23	0.00	0.00	804,832.23
80-20-202-22100	OTHER DEFERRED REVENUE	0.00	0.00	0.00	0.00
80-20-202-22200	DUE TO THE VILLAGE MEDICAL FND	0.00	0.00	0.00	0.00
80-20-202-22300	RESTRICTED GIFTS	0.00	0.00	0.00	0.00
80-20-202-22301	TECH 2 FOR YOU DONATIONS	0.00	0.00	0.00	0.00
80-20-202-23500	NOTES PAYABLE	0.00	0.00	0.00	0.00
<b>TOTAL OTHER LIABILITIES</b>		<b>819,919.23</b>	<b>0.00</b>	<b>0.00</b>	<b>819,919.23</b>
<b>ESCROWS &amp; DEPOSITS</b>					
80-20-302-24000	MISCELLANEOUS RESERVE	0.00	0.00	0.00	0.00
<b>TOTAL ESCROWS &amp; DEPOSITS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LONG TERM LIABILITIES</b>					
80-20-402-39000	OTHER LONG TERM LIABILITIES	0.00	0.00	0.00	0.00
<b>TOTAL LONG TERM LIABILITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL LIABILITIES</b>		<b>838,859.30</b>	<b>438,955.20</b>	<b>446,284.40</b>	<b>846,188.50</b>
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
80-30-100-53000	UNRESERVED FUND BALANCE	575,702.46	0.00	0.00	575,702.46
80-30-100-53100	RESERVED FOR AUTOMATION	0.00	0.00	0.00	0.00
80-30-100-53200	DESIGNATED FOR CAPITAL MAINT	75,000.00	0.00	0.00	75,000.00
80-30-100-53300	DESIGNATED FOR CAP BLDG IMPR	75,000.00	0.00	0.00	75,000.00
<b>TOTAL EQUITY SECTION</b>		<b>725,702.46</b>	<b>0.00</b>	<b>0.00</b>	<b>725,702.46</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>0.00</b>	<b>0.00</b>	<b>242,581.43</b>	<b>242,581.43</b>

# Lake Bluff Public Library

6C

DATE: 02/08/2013  
 TIME: 15:25:35  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 3  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 01/31/13
<hr style="border-top: 1px dashed black;"/>					
TOTAL FUND EQUITY		725,702.46	0.00	242,581.43	968,283.89
<hr style="border-top: 1px dashed black;"/>					
TOTAL LIABILITIES AND FUND EQUITY		1,564,561.76	438,955.20	688,865.83	1,814,472.39
<hr style="border-top: 1px dashed black;"/>					

# Lake Bluff Public Library

GD

DATE: 02/06/2013  
 TIME: 15:25:35  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 4  
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 01/31/13
<hr style="border-top: 1px dashed black;"/>					
ASSETS					
<hr style="border-top: 1px dashed black;"/>					
TOTAL ASSETS		0.00	0.00	0.00	0.00
<hr style="border-top: 1px dashed black;"/>					
LIABILITIES AND FUND EQUITY					
LIABILITIES					
---	UNDEFINED CODE	---			
81-00-100-10000	INTERFUND ACCT	287,618.85	0.00	2,800.00	290,418.85
TOTAL --- UNDEFINED CODE	---	287,618.85	0.00	2,800.00	290,418.85
---	UNDEFINED CODE	---			
81-20-102-20000	ACCOUNTS PAYABLE	0.00	2,800.00	2,800.00	0.00
TOTAL --- UNDEFINED CODE	---	0.00	2,800.00	2,800.00	0.00
TOTAL LIABILITIES		287,618.85	2,800.00	5,600.00	290,418.85
FUND EQUITY					
---	UNDEFINED CODE	---			
81-30-100-53100	RESERVED FOR CAPITAL	(287,618.85)	0.00	0.00	(287,618.85)
TOTAL --- UNDEFINED CODE	---	(287,618.85)	0.00	0.00	(287,618.85)
	FUND SURPLUS (DEFICIT)	0.00	2,800.00	0.00	(2,800.00)
TOTAL FUND EQUITY		(287,618.85)	2,800.00	0.00	(290,418.85)
TOTAL LIABILITIES AND FUND EQUITY		0.00	5,600.00	5,600.00	0.00

# Lake Bluff Public Library

6E

DATE: 02/08/2013  
 TIME: 15:25:35  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 5  
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 01/31/13
<b>ASSETS</b>					
<b>CASH &amp; INVESTMENTS</b>					
82-10-101-12000	LIBRARY BIRD MEMORIAL SAVINGS	3,024.76	0.84	3,025.60	0.00
<b>TOTAL CASH &amp; INVESTMENTS</b>		3,024.76	0.84	3,025.60	0.00
<b>TOTAL ASSETS</b>		3,024.76	0.84	3,025.60	0.00
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
<b>INTERFUND CLEARING ACCOUNT</b>					
82-00-100-10000	DUE TO/FROM LIBRARY FUND	10,822.76	8,868.51	6,091.48	8,045.73
<b>TOTAL INTERFUND CLEARING ACCOUNT</b>		10,822.76	8,868.51	6,091.48	8,045.73
<b>PAYABLES</b>					
82-20-102-20000	ACCOUNTS PAYABLE	2,876.00	3,034.10	158.10	0.00
<b>TOTAL PAYABLES</b>		2,876.00	3,034.10	158.10	0.00
<b>TOTAL LIABILITIES</b>		13,698.76	11,902.61	6,249.58	8,045.73
<b>FUND EQUITY</b>					
<b>EQUITY SECTION</b>					
82-30-100-53000	UNRESERVED FUND BALANCE	(10,674.00)	0.00	0.00	(10,674.00)
<b>TOTAL EQUITY SECTION</b>		(10,674.00)	0.00	0.00	(10,674.00)
	FUND SURPLUS (DEFICIT)	0.00	0.00	2,628.27	2,628.27
<b>TOTAL FUND EQUITY</b>		(10,674.00)	0.00	2,628.27	(8,045.73)
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		3,024.76	11,902.61	8,877.85	0.00

# Lake Bluff Public Library

6F

DATE: 02/08/2013  
 TIME: 15:25:35  
 ID: GL450000.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED BALANCE SHEET

PAGE: 6  
 F-YR: 13

FUND: LAKE BLUFF LIBRARY GRANT FUND  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 05/01/12	NET DEBITS	NET CREDITS	BALANCE 01/31/13
<b>ASSETS</b>					
INTERFUND CLEARING ACCOUNT					
83-00-100-10000	LIBRARY GRANT FUND DUE TO/FROM	12,381.07	0.00	0.00	12,381.07
TOTAL INTERFUND CLEARING ACCOUNT		12,381.07	0.00	0.00	12,381.07
CASH & INVESTMENTS					
83-10-101-15110	ILLINOIS FUND - GRANT ACCOUNT	0.00	0.00	0.00	0.00
TOTAL CASH & INVESTMENTS		0.00	0.00	0.00	0.00
RECEIVABLES					
83-10-201-15000	IL FIRST GRANT/BLDG EXPANSION	0.00	0.00	0.00	0.00
83-10-201-15400	OTHER RECEIVABLES	0.00	0.00	0.00	0.00
TOTAL RECEIVABLES		0.00	0.00	0.00	0.00
TOTAL ASSETS		12,381.07	0.00	0.00	12,381.07
<b>LIABILITIES AND FUND EQUITY</b>					
LIABILITIES					
LIABILITIES					
83-20-102-20000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
FUND BALANCE					
83-30-100-53150	LIBRARY GRANT FUND RESERVED	12,381.07	0.00	0.00	12,381.07
TOTAL FUND BALANCE		12,381.07	0.00	0.00	12,381.07
TOTAL FUND EQUITY		12,381.07	0.00	0.00	12,381.07
TOTAL LIABILITIES AND FUND EQUITY		12,381.07	0.00	0.00	12,381.07

# Lake Bluff Public Library

7A

DATE: 02/08/2013  
 TIME: 15:30:18  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 1  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>PROPERTY TAXES</b>							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	800,694.62	782,229.09	800,255.00	100.0%
<b>TOTAL REVENUES: PROPERTY TAXES</b>		<b>0.00</b>	<b>0.00</b>	<b>800,694.62</b>	<b>782,229.09</b>	<b>800,255.00</b>	<b>100.0%</b>
<b>SERVICES &amp; FEES</b>							
80-40-403-48300	PHOTO-COPY CHARGES	149.30	149.80	1,551.58	1,318.05	1,700.00	91.2%
80-40-403-48500	NON-RESIDENT FEES	961.30	687.37	5,402.40	4,803.55	4,500.00	120.0%
<b>TOTAL REVENUES: SERVICES &amp; FEES</b>		<b>1,110.60</b>	<b>837.17</b>	<b>6,953.98</b>	<b>6,121.60</b>	<b>6,200.00</b>	<b>112.1%</b>
<b>FINES</b>							
80-40-503-65000	RENTAL FINES	1,199.99	1,263.41	9,888.21	9,116.78	11,500.00	85.9%
<b>TOTAL REVENUES: FINES</b>		<b>1,199.99</b>	<b>1,263.41</b>	<b>9,888.21</b>	<b>9,116.78</b>	<b>11,500.00</b>	<b>85.9%</b>
<b>MISCELLANEOUS</b>							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73500	HVAC GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.00	0.00	7,750.00	0.0%
80-40-603-75000	INTEREST EARNINGS	42.87	115.57	622.64	457.36	0.00	0.0%
80-40-603-78000	DONATIONS/CONTRIBUTIONS	10.62	121.60	249.70	295.02	450.00	138.3%
80-40-603-78001	RESTRICTED DONATIONS	25.00	0.00	9,641.77	18,737.23	0.00	100.0%
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	0.00	0.00	0.0%
80-40-603-89000	MISCELLANEOUS INCOME	152.47	1,797.52	1,443.12	3,783.09	1,500.00	96.2%
<b>TOTAL REVENUES: MISCELLANEOUS</b>		<b>230.96</b>	<b>2,034.69</b>	<b>11,957.23</b>	<b>23,272.70</b>	<b>9,700.00</b>	<b>123.2%</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>2,541.55</b>	<b>4,135.27</b>	<b>829,494.04</b>	<b>820,740.17</b>	<b>827,655.00</b>	<b>100.2%</b>
<b>TOTAL FUND REVENUES</b>		<b>2,541.55</b>	<b>4,135.27</b>	<b>829,494.04</b>	<b>820,740.17</b>	<b>827,655.00</b>	<b>100.2%</b>

# Lake Bluff Public Library

7B

DATE: 02/08/2013  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 2  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-40000	LIBRARIAN SALARIES	17,540.96	19,394.19	155,316.14	194,485.95	260,000.00	59.7%
80-60-001-40050	STAFF SALARIES	13,016.99	11,665.92	122,379.45	86,050.86	134,889.00	90.7%
80-60-001-40060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40400	MEDICAL INSURANCE	7,659.70	7,521.96	30,684.02	31,821.20	50,000.00	61.3%
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-40900	OTHER EMPLOYEE BENEFITS	0.00	210.00	100.00	210.00	2,000.00	5.0%
80-60-001-40950	EMPLOYER IMRF	3,177.85	3,257.56	27,296.95	26,586.63	39,500.00	69.1%
80-60-001-40951	EMPLOYER FICA TAX	2,287.14	2,327.22	20,793.94	21,021.82	30,500.00	68.1%
80-60-001-41000	BUILDING MAINTENANCE	6,603.00	1,539.00	22,136.91	21,160.25	20,000.00	110.6%
80-60-001-41020	ELEVATOR MAINTENANCE	235.00	292.38	1,259.84	1,533.94	2,500.00	50.3%
80-60-001-41050	GROUNDS MAINTENANCE	579.50	1,114.00	5,441.97	5,243.00	10,500.00	51.8%
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-41300	COMPUTER SERVICES	0.00	99.00	0.00	99.00	0.00	0.0%
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	137.06	137.06	4,278.87	2,616.87	4,500.00	95.0%
80-60-001-41304	OTHER PROFESSIONAL SERVICES	0.00	2,268.75	0.00	7,017.04	6,500.00	0.0%
80-60-001-41305	COMPUTER SERVICES	0.00	0.00	15,235.00	16,689.65	28,000.00	54.4%
80-60-001-41350	LEGAL SERVICES	0.00	0.00	4,127.19	630.00	2,500.00	165.0%
80-60-001-42400	PROFESSIONAL DEVELOPMENT	1,000.00	160.00	2,621.00	2,710.49	6,000.00	43.6%
80-60-001-42440	DUES	0.00	35.00	1,413.13	2,118.00	3,000.00	47.1%
80-60-001-43230	UTILITIES	421.73	522.74	4,343.87	4,456.95	8,000.00	54.2%
80-60-001-43300	POSTAGE	4.36	90.00	2,140.13	2,163.86	3,000.00	71.3%
80-60-001-43400	PRINTING/E-NEWSLETTER	168.00	168.00	5,579.18	5,028.98	8,500.00	65.6%
80-60-001-43550	OFFICE SUPPLIES	127.73	900.69	3,487.99	4,250.06	6,000.00	58.1%
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	52.98	0.00	0.00	-100.0%
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	47.81	54.09	1,469.36	954.65	2,500.00	58.7%
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	108.26	588.95	3,600.45	4,759.82	4,500.00	80.0%
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	194.42	122.96	753.23	912.32	1,000.00	75.3%
80-60-001-43710	ADULT PROGRAM SUPPLIES	1,040.70	332.15	3,562.70	3,437.73	4,000.00	89.0%
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	398.93	1,446.58	4,744.68	5,643.04	7,000.00	67.7%
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.00	825.61	0.00	0.0%
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45000	ADULT NON-FICTION BOOKS	1,686.43	1,287.19	13,950.86	13,812.96	18,000.00	77.5%
80-60-001-45100	ADULT FICTION BOOKS	1,361.69	1,255.75	11,037.48	13,063.05	16,000.00	68.9%
80-60-001-45110	ADULT LARGE PRINT MATERIAL	186.90	0.00	715.66	520.03	1,000.00	71.5%
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	865.68	1,012.30	10,583.83	8,486.75	14,000.00	75.5%
80-60-001-45220	ADULT REFERENCE/E-REFER	4,595.75	4,190.00	15,052.56	4,190.00	15,000.00	100.3%
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	250.00	0.00	6,112.82	0.00	0.0%
80-60-001-45400	JUVENILE NON-FICTION	502.28	908.43	2,430.77	6,211.89	7,000.00	34.7%
80-60-001-45410	PICTURE BOOKS, READERS	1,096.11	967.39	4,356.15	4,419.60	6,000.00	72.6%
80-60-001-45420	JUVENILE FICTION	1,467.65	978.34	5,854.64	5,351.98	7,800.00	75.0%

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7C

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 3  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY  
 DEPT: LIBRARY ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<b>LIBRARY SERVICES</b>							
80-60-001-45430	JUVENILE AUDIO-VISUAL	98.81	266.73	2,115.83	2,515.57	4,000.00	52.8%
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.00	110.81	0.00	0.0%
80-60-001-45450	TEEN BOOKS	98.43	423.68	1,828.18	2,111.85	3,000.00	60.9%
80-60-001-45460	E-BOOKS	380.66	0.00	3,270.65	0.00	5,000.00	65.4%
80-60-001-45470	GRAPHIC NOVELS	106.71	0.00	243.93	0.00	500.00	48.7%
80-60-001-45500	PERIODICALS	98.00	0.00	4,833.59	5,097.06	8,500.00	56.8%
80-60-001-45510	VIDEO GAMES	446.87	522.85	2,348.75	1,509.81	2,300.00	102.1%
80-60-001-45600	PATRON & STAFF SOFTWARE	19.90	0.00	4,219.15	3,275.00	4,000.00	105.4%
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	0.00	0.00	12,461.34	13,096.00	14,000.00	89.0%
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	550.02	1,797.92	0.00	-100.0%
80-60-001-46000	MISCELLANEOUS EXPENSES	65.90	148.99	707.83	822.82	2,000.00	35.3%
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	25.00	960.00	9,794.11	1,237.13	0.00	-100.0%
80-60-001-49000	LIBRARY FURNISHINGS	0.00	220.50	280.10	3,152.49	5,000.00	5.6%
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49120	EXT BUILDING IMPROVEMENTS	0.00	0.00	4,935.00	0.00	5,000.00	98.7%
80-60-001-49350	COMPUTER EQUIPMENT	0.00	32.71	7,774.79	4,941.29	13,000.00	59.8%
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.00	0.00	0.00	0.0%
80-60-001-49400	OTHER EQUIPMENT	0.00	34.97	1,534.81	881.35	4,500.00	34.1%
80-60-001-50000	CONTINGENCY	0.00	0.00	23,213.60	2,150.12	25,916.00	89.5%
<b>TOTAL EXPENSES: LIBRARY SERVICES</b>		<b>67,851.91</b>	<b>67,708.03</b>	<b>586,912.61</b>	<b>557,296.02</b>	<b>826,405.00</b>	<b>71.0%</b>
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		<b>67,851.91</b>	<b>67,708.03</b>	<b>586,912.61</b>	<b>557,296.02</b>	<b>826,405.00</b>	<b>71.0%</b>
<b>TOTAL FUND EXPENSES</b>		<b>67,851.91</b>	<b>67,708.03</b>	<b>586,912.61</b>	<b>557,296.02</b>	<b>826,405.00</b>	<b>71.0%</b>

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7D

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 TIME: 15:30:18  
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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 4  
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND  
 DEPT: --- UNDEFINED CODE ---

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	2,800.00	70,734.62	0.00	-100.0%
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.00	205,357.15	0.00	0.0%
-----							
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	2,800.00	276,091.77	0.00	-100.0%
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	2,800.00	276,091.77	0.00	-100.0%
TOTAL FUND EXPENSES		67,851.91	67,708.03	589,712.61	833,387.79	826,405.00	71.3%

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7E

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 5  
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND  
 DEPT: BIR MEMORIAL FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
<hr/>							
MISCELLANEOUS							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.0%
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	5,867.91	0.00	6,197.00	94.6%
82-40-603-73400	MISCELLANEOUS GRANT	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-75000	INTEREST EARNINGS	0.00	0.69	0.84	1.64	0.00	100.0%
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	5,000.00	0.0%
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	0.00	0.00	0.00	0.00	15,000.00	0.0%
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.00	0.00	0.00	0.0%
<hr/>							
TOTAL REVENUES: MISCELLANEOUS		0.00	0.69	5,868.75	1.64	41,197.00	14.2%
TOTAL REVENUES: BIR MEMORIAL FUND REVENUES		0.00	0.69	5,868.75	1.64	41,197.00	14.2%
TOTAL FUND REVENUES		2,541.55	4,135.96	835,362.79	820,741.81	868,852.00	96.1%

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7F

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-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 ACTUAL VS. PRIOR VS. BUDGET  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 6  
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND  
 DEPT: BIRD MEMORIAL EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	JANUARY ACTUAL	PRIOR YEAR-MONTH ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	USED
----- UNDEFINED CODE -----							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	0.00	0.00	3,057.38	9,491.70	6,197.00	49.3%
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	0.00	0.00	158.10	0.00	3,000.00	5.2%
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	0.00	0.00	0.00	0.00	20,000.00	0.0%
-----							
TOTAL EXPENSES: --- UNDEFINED CODE ---		0.00	0.00	3,215.48	9,491.70	29,197.00	11.0%
CONTRACTUAL & COMMODITIES							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	25.00	0.00	0.00	-100.0%
-----							
TOTAL EXPENSES: CONTRACTUAL & COMMODITIES		0.00	0.00	25.00	0.00	0.00	-100.0%
TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES		0.00	0.00	3,240.48	9,491.70	29,197.00	11.0%
TOTAL FUND EXPENSES		67,851.91	67,708.03	592,953.09	842,879.49	855,602.00	69.3%

# Lake Bluff Public Library

8A

DATE: 02/08/2013  
 TIME: 15:28:42  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 1  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>							
<b>REVENUES</b>							
PROPERTY TAXES							
80-40-103-10000	LIBRARY PROPERTY TAX	0.00	0.00	0.0	800,255.00	800,694.62	0.0
<b>TOTAL PROPERTY TAXES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.0</b>	<b>800,255.00</b>	<b>800,694.62</b>	<b>0.0</b>
SERVICES & FEES							
80-40-403-48300	PHOTO-COPY CHARGES	141.66	149.30	5.3	1,700.00	1,551.58	(8.7)
80-40-403-48500	NON-RESIDENT FEES	375.00	961.30	156.3	4,500.00	5,402.40	20.0
<b>TOTAL SERVICES &amp; FEES</b>		<b>516.66</b>	<b>1,110.60</b>	<b>114.9</b>	<b>6,200.00</b>	<b>6,953.98</b>	<b>12.1</b>
FINES							
80-40-503-65000	RENTAL FINES	958.33	1,199.99	25.2	11,500.00	9,888.21	(14.0)
<b>TOTAL FINES</b>		<b>958.33</b>	<b>1,199.99</b>	<b>25.2</b>	<b>11,500.00</b>	<b>9,888.21</b>	<b>(14.0)</b>
MISCELLANEOUS							
80-40-603-73000	PER CAPITA GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73100	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73200	ILLINOIS FIRST GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73400	MISCELLANEOUS GRANTS RECEIVED	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73500	HVAC GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73600	SHAKESPEARE GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-73700	VILLAGE CONTRIBUTION	0.00	0.00	0.0	7,750.00	0.00	100.0
80-40-603-73800	VLIET OPERATING COST CONTRIB	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-75000	INTEREST EARNINGS	37.50	42.87	14.3	450.00	622.64	38.3
80-40-603-78000	DONATIONS/CONTRIBUTIONS	0.00	10.62	100.0	0.00	249.70	100.0
80-40-603-78001	RESTRICTED DONATIONS	0.00	25.00	100.0	0.00	9,641.77	100.0
80-40-603-78002	VCLA EQUITY DONATION	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-78500	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.0	0.00	0.00	0.0
80-40-603-89000	MISCELLANEOUS INCOME	125.00	152.47	21.9	1,500.00	1,443.12	(3.7)
<b>TOTAL MISCELLANEOUS</b>		<b>162.50</b>	<b>230.96</b>	<b>42.1</b>	<b>9,700.00</b>	<b>11,957.23</b>	<b>23.2</b>
<b>TOTAL REVENUES: REVENUES</b>		<b>1,637.49</b>	<b>2,541.55</b>	<b>55.2</b>	<b>827,655.00</b>	<b>829,494.04</b>	<b>0.2</b>
<b>LIBRARY ADMINISTRATION EXPENSES</b>							
LIBRARY SERVICES							
80-60-001-40000	LIBRARIAN SALARIES	21,666.66	17,540.96	19.0	260,000.00	155,316.14	40.2
80-60-001-40050	STAFF SALARIES	11,240.75	13,016.99	(15.8)	134,889.00	122,379.45	9.2
80-60-001-0060	SALARY SURVEY ADJUSTMENTS	0.00	0.00	0.0	0.00	0.00	0.0

# Lake Bluff Public Library

83

DATE: 02/08/2013  
 TIME: 15:28:42  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 2  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY ADMINISTRATION EXPENSES							
LIBRARY SERVICES							
80-60-001-40200	SEASONAL STAFF SALARIES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40400	MEDICAL INSURANCE	4,166.66	7,659.70	(83.8)	50,000.00	30,684.02	38.6
80-60-001-40750	PROFESSIONAL INSURANCE & BONDS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-40900	OTHER EMPLOYEE BENEFITS	166.66	0.00	100.0	2,000.00	100.00	95.0
80-60-001-40950	EMPLOYER IMRF	3,291.66	3,177.85	3.4	39,500.00	27,296.95	30.8
80-60-001-40951	EMPLOYER FICA TAX	2,541.66	2,287.14	10.0	30,500.00	20,793.94	31.8
80-60-001-41000	BUILDING MAINTENANCE	1,666.66	6,603.00	(296.1)	20,000.00	22,136.91	(10.6)
80-60-001-41020	ELEVATOR MAINTENANCE	208.33	235.00	(12.8)	2,500.00	1,259.84	49.6
80-60-001-41050	GROUNDS MAINTENANCE	875.00	579.50	33.7	10,500.00	5,441.97	48.1
80-60-001-41200	EQUIPMENT MAINTENANCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41300	COMPUTER SERVICES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-41303	COPIER MAINTENANCE/SUPPLIES	375.00	137.06	63.4	4,500.00	4,278.87	4.9
80-60-001-41304	OTHER PROFESSIONAL SERVICES	541.66	0.00	100.0	6,500.00	0.00	100.0
80-60-001-41305	COMPUTER SERVICES	2,333.33	0.00	100.0	28,000.00	15,235.00	45.5
80-60-001-41350	LEGAL SERVICES	208.33	0.00	100.0	2,500.00	4,127.19	(65.0)
80-60-001-42400	PROFESSIONAL DEVELOPMENT	500.00	1,000.00	(100.0)	6,000.00	2,621.00	56.3
80-60-001-42440	DUES	250.00	0.00	100.0	3,000.00	1,413.13	52.9
80-60-001-43230	UTILITIES	666.66	421.73	36.7	8,000.00	4,343.87	45.7
80-60-001-43300	POSTAGE	250.00	4.36	98.2	3,000.00	2,140.13	28.6
80-60-001-43400	PRINTING/E-NEWSLETTER	708.33	168.00	76.2	8,500.00	5,579.18	34.3
80-60-001-43550	OFFICE SUPPLIES	500.00	127.73	74.4	6,000.00	3,487.99	41.8
80-60-001-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	52.98	100.0
80-60-001-43660	BUILDING & GROUNDS SUPPLIES	208.33	47.81	77.0	2,500.00	1,469.36	41.2
80-60-001-43670	TECHNICAL SERVICES SUPPLIES	375.00	108.26	71.1	4,500.00	3,600.45	19.9
80-60-001-43700	HOSPITALITY PROGRAM SUPPLIES	83.33	194.42	(133.3)	1,000.00	753.23	24.6
80-60-001-43710	ADULT PROGRAM SUPPLIES	333.33	1,040.70	(212.2)	4,000.00	3,562.70	10.9
80-60-001-43720	JUVENILE PROGRAM SUPPLIES	583.33	398.93	31.6	7,000.00	4,744.68	32.2
80-60-001-44800	PER CAPITA GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44850	ROSSI GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44870	PROGRAM EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44900	"WEED AND FEED" GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-44901	PATTI MANNELLY MEMORIAL GRANT	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45000	ADULT NON-FICTION BOOKS	1,500.00	1,686.43	(12.4)	18,000.00	13,950.86	22.5
80-60-001-45100	ADULT FICTION BOOKS	1,333.33	1,361.69	(2.1)	16,000.00	11,037.48	31.0
80-60-001-45110	ADULT LARGE PRINT MATERIAL	83.33	186.90	(124.2)	1,000.00	715.66	28.4
80-60-001-45200	ADULT AUDIO VISUAL MATERIAL	1,166.66	865.68	25.8	14,000.00	10,583.83	24.4
80-60-001-45220	ADULT REFERENCE/E-REFER	1,250.00	4,595.75	(267.6)	15,000.00	15,052.56	(0.3)
80-60-001-45300	ADULT REFERENCE MATERIAL	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45400	JUVENILE NON-FICTION	583.33	502.28	13.8	7,000.00	2,430.77	65.2
80-60-001-45410	PICTURE BOOKS, READERS	500.00	1,096.11	(119.2)	6,000.00	4,356.15	27.4
80-60-001-45420	JUVENILE FICTION	650.00	1,467.65	(125.7)	7,800.00	5,854.64	24.9
80-60-001-45430	JUVENILE AUDIO-VISUAL	333.33	98.81	70.3	4,000.00	2,115.83	47.1

# Lake Bluff Public Library

8C

DATE: 02/08/2013  
 TIME: 15:28:42  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 3  
 F-YR: 13

FUND: LAKE BLUFF PUBLIC LIBRARY

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>LIBRARY ADMINISTRATION EXPENSES</b>							
<b>LIBRARY SERVICES</b>							
80-60-001-45440	JUVENILE REFERENCE	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45450	TEEN BOOKS	250.00	98.43	60.6	3,000.00	1,828.18	39.0
80-60-001-45460	E-BOOKS	416.66	380.66	8.6	5,000.00	3,270.65	34.5
80-60-001-45470	GRAPHIC NOVELS	41.66	106.71	(156.1)	500.00	243.93	51.2
80-60-001-45500	PERIODICALS	708.33	98.00	86.1	8,500.00	4,833.59	43.1
80-60-001-45510	VIDEO GAMES	191.66	446.87	(133.1)	2,300.00	2,348.75	(2.1)
80-60-001-45600	PATRON & STAFF SOFTWARE	333.33	19.90	94.0	4,000.00	4,219.15	(5.4)
80-60-001-45610	LIBRARY AUTOMATION SOFTWARE	1,166.66	0.00	100.0	14,000.00	12,461.34	10.9
80-60-001-45700	BRANCH MATERIALS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-45900	MINOR EQUIPMENT	0.00	0.00	0.0	0.00	550.02	100.0
80-60-001-46000	MISCELLANEOUS EXPENSES	166.66	65.90	60.4	2,000.00	707.83	64.6
80-60-001-48001	EXPENSES FR RESTRICTED DONATIO	0.00	25.00	100.0	0.00	9,794.11	100.0
80-60-001-49000	LIBRARY FURNISHINGS	416.66	0.00	100.0	5,000.00	280.10	94.4
80-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49120	EXT BUILDING IMPROVEMENTS	416.66	0.00	100.0	5,000.00	4,935.00	1.3
80-60-001-49350	COMPUTER EQUIPMENT	1,083.33	0.00	100.0	13,000.00	7,774.79	40.1
80-60-001-49351	TECH-4-U AUTOMATION	0.00	0.00	0.0	0.00	0.00	0.0
80-60-001-49400	OTHER EQUIPMENT	375.00	0.00	100.0	4,500.00	1,534.81	65.8
80-60-001-50000	CONTINGENCY	2,159.66	0.00	100.0	25,916.00	23,213.60	10.4
<b>TOTAL LIBRARY SERVICES</b>		68,866.92	67,851.91	1.4	826,405.00	586,912.61	28.9
<b>TOTAL EXPENSES: LIBRARY ADMINISTRATION</b>		68,866.92	67,851.91	1.4	826,405.00	586,912.61	28.9
<b>TOTAL FUND REVENUES</b>		1,637.49	2,541.55	55.2	827,655.00	829,494.04	0.2
<b>TOTAL FUND EXPENSES</b>		68,866.92	67,851.91	1.4	826,405.00	586,912.61	28.9
<b>FUND SURPLUS (DEFICIT)</b>		(67,229.43)	(65,310.36)	(2.8)	1,250.00	242,581.43	9306.5

# Lake Bluff Public Library

80

DATE: 02/08/2013  
 TIME: 15:28:42  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 4  
 F-YR: 13

FUND: LIBRARY BLG RENOVATION FUND

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
----- UNDEFINED CODE -----							
EXPENSES							
----- UNDEFINED CODE -----							
81-60-001-49000	LIBRARY FURNISHINGS	0.00	0.00	0.0	0.00	2,800.00	100.0
81-60-001-49100	BUILDING IMPROVEMENTS	0.00	0.00	0.0	0.00	0.00	0.0
-----							
TOTAL	----- UNDEFINED CODE -----	0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL EXPENSES:	----- UNDEFINED CODE -----	0.00	0.00	0.0	0.00	2,800.00	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	2,800.00	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(2,800.00)	100.0

# Lake Bluff Public Library

8E

DATE: 02/08/2013  
 TIME: 15:28:42  
 ID: GL470001.WOW

-- VILLAGE OF LAKE BLUFF --  
 DETAILED REVENUE & EXPENSE REPORT  
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE  
 FOR 9 PERIODS ENDING JANUARY 31, 2013

PAGE: 5  
 F-YR: 13

FUND: LIBRARY BIRD MEMORIAL FUND

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>BIR MEMORIAL FUND REVENUES</b>							
<b>REVENUES</b>							
<b>MISCELLANEOUS</b>							
82-40-603-53000	BIRD MEMORIAL RESERVE	0.00	0.00	0.0	0.00	0.00	0.0
82-40-603-73000	STATE PER CAPITA GRANT	0.00	0.00	0.0	6,197.00	5,867.91	(5.3)
82-40-603-73400	MISCELLANEOUS GRANT	1,250.00	0.00	100.0	15,000.00	0.00	100.0
82-40-603-75000	INTEREST EARNINGS	0.00	0.00	0.0	0.00	0.84	100.0
82-40-603-78000	UNRESTRICTED DONATIONS/CONTRIB	416.66	0.00	100.0	5,000.00	0.00	100.0
82-40-603-78100	RESTRICTED DONATIONS/CONTRIB	1,250.00	0.00	100.0	15,000.00	0.00	100.0
82-40-603-78200	TECH-4-U DONATIONS	0.00	0.00	0.0	0.00	0.00	0.0
<b>TOTAL MISCELLANEOUS</b>		<b>2,916.66</b>	<b>0.00</b>	<b>100.0</b>	<b>41,197.00</b>	<b>5,868.75</b>	<b>(85.7)</b>
<b>TOTAL REVENUES: BIR MEMORIAL FUND REVENUES</b>		<b>2,916.66</b>	<b>0.00</b>	<b>100.0</b>	<b>41,197.00</b>	<b>5,868.75</b>	<b>(85.7)</b>
<b>BIRD MEMORIAL EXPENDITURES</b>							
<b>EXPENSES</b>							
<b>--- UNDEFINED CODE ---</b>							
82-60-001-44800	PER CAPITAL GRANT EXPENDITURES	516.41	0.00	100.0	6,197.00	3,057.38	50.6
82-60-001-44825	MISC. GRANT EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-44901	PATTI MANNELLY MEMORIAL EXPEND	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49000	BIRD MEMORIAL - CHILDRENS LIBR	250.00	0.00	100.0	3,000.00	158.10	94.7
82-60-001-49350	TECH-4-U AUTOMATION EXPENDITUR	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-49600	HVAC SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
82-60-001-99999	USE OF DONATIONS/TEMPORARY EXP	1,666.66	0.00	100.0	20,000.00	0.00	100.0
<b>TOTAL --- UNDEFINED CODE ---</b>		<b>2,433.07</b>	<b>0.00</b>	<b>100.0</b>	<b>29,197.00</b>	<b>3,215.48</b>	<b>88.9</b>
<b>CONTRACTUAL &amp; COMMODITIES</b>							
82-60-002-43570	OPERATING SUPPLIES	0.00	0.00	0.0	0.00	0.00	0.0
82-60-002-45000	BIRD MEMORIAL EXPENSES	0.00	0.00	0.0	0.00	25.00	100.0
<b>TOTAL CONTRACTUAL &amp; COMMODITIES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>25.00</b>	<b>100.0</b>
<b>TOTAL EXPENSES: BIRD MEMORIAL EXPENDITURES</b>		<b>2,433.07</b>	<b>0.00</b>	<b>100.0</b>	<b>29,197.00</b>	<b>3,240.48</b>	<b>88.9</b>
<b>TOTAL FUND REVENUES</b>		<b>2,916.66</b>	<b>0.00</b>	<b>100.0</b>	<b>41,197.00</b>	<b>5,868.75</b>	<b>(85.7)</b>
<b>TOTAL FUND EXPENSES</b>		<b>2,433.07</b>	<b>0.00</b>	<b>100.0</b>	<b>29,197.00</b>	<b>3,240.48</b>	<b>88.9</b>
<b>FUND SURPLUS (DEFICIT)</b>		<b>483.59</b>	<b>0.00</b>	<b>100.0</b>	<b>12,000.00</b>	<b>2,628.27</b>	<b>(78.1)</b>

# Lake Bluff Public Library

9A

DATE: 02/08/13  
 TIME: 09:58:07  
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

PAGE: 1

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10952	9VANTAGE	VANTAGEPOINT TRANSFER AGENTS		01/09/13		
	101560286	01/08/13	01 'EE ICMA CONTRIBUTION:1/15/13		80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
10953	9WENDTM	WENDT MAINTENANCE INC.		01/21/13		
	WEN01012013	01/01/13	01 BUILDING AND GROUNDS:JAN 2013		80-60-001-41050	480.00
					INVOICE TOTAL:	480.00 *
					CHECK TOTAL:	480.00
10955	9AT&T	AT & T		01/21/13		
	8472342540-01	01/17/13	01 LCL PH SRVC: 12/8/12-1/7/13		80-60-001-43230	279.83
					INVOICE TOTAL:	279.83 *
					CHECK TOTAL:	279.83
10956	9COMCAST	COMCAST CABLE		01/21/13		
	COM011213	01/12/13	01 INTERNET: 1/19-2/18/13		80-60-001-43230	141.90
					INVOICE TOTAL:	141.90 *
					CHECK TOTAL:	141.90
10957	9DELAGE	DE LAGE LANDEN FINANCIAL SRVC		01/21/13		
	16457871	01/12/13	01 COPIER SRVC: JAN 2013		80-60-001-41303	137.06
					INVOICE TOTAL:	137.06 *
					CHECK TOTAL:	137.06
10958	9INGRAM	INGRAM LIBRARY SERVICES		01/21/13		
	08665030	01/03/13	01 ADULT FICTION BOOKS		80-60-001-45100	243.32
					INVOICE TOTAL:	243.32 *
					CHECK TOTAL:	243.32
10959	9CARTERC	CAROL CARTER		01/21/13		
	CAR010113	01/11/13	01 ADULT PROGRAM SUPPLIES		80-60-001-43710	58.72
					INVOICE TOTAL:	58.72 *
					CHECK TOTAL:	58.72

# Lake Bluff Public Library

9B

DATE: 02/08/13  
 TIME: 09:58:07  
 ID: AP225000.CBL

-- VILLAGE OF LAKE BLUFF --  
 MANUAL CHECK REGISTER

PAGE: 2

CHECK #	VENDOR # INVOICE #	INVOICE DATE	ITEM # DESCRIPTION	CHECK DATE	ACCOUNT #	ITEM AMT
10960	9UPSTART 4843033	UPSTART 01/09/13	01 JUVENILE PROGRAM SUPPLIES	01/21/13	80-60-001-43720	40.00
					INVOICE TOTAL:	40.00 *
					CHECK TOTAL:	40.00
10961	9VANTAGE 101568051	VANTAGEPOINT TRANSFER AGENTS 01/28/13	01 'EE ICMA CONTRIBUTION:1/31/13	01/28/13	80-20-102-45000	1,050.00
					INVOICE TOTAL:	1,050.00 *
					CHECK TOTAL:	1,050.00
					TOTAL AMOUNT PAID:	3,480.83

# Lake Bluff Public Library

10A

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 1

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10962	9AMAZONA	AMAZON					
	015572736724		12/15/12	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-14.99
							INVOICE TOTAL: -14.99 *
	094390046401		12/24/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	39.98
							INVOICE TOTAL: 39.98 *
	094391601969		12/28/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99
							INVOICE TOTAL: 24.99 *
	094398466638		12/26/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
							INVOICE TOTAL: 19.99 *
	094399717319		12/21/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	152.74
							INVOICE TOTAL: 152.74 *
	130780380630		12/12/12	01	EXPENSES FR RESTRICTED DONAT	80-60-001-48001	25.00
				02	ADULT NON-FICTION BOOKS	80-60-001-45000	0.80
							INVOICE TOTAL: 25.80 *
	138627820906		12/24/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	63.30
							INVOICE TOTAL: 63.30 *
	182807267587		12/10/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
							INVOICE TOTAL: 14.99 *
	182807886102		12/12/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	81.95
							INVOICE TOTAL: 81.95 *
	190149291965		01/07/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	91.42
							INVOICE TOTAL: 91.42 *
	209411493680		12/10/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
							INVOICE TOTAL: 19.99 *
	265680857493		01/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99
							INVOICE TOTAL: 24.99 *

Lake Bluff Public Library

103

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 2

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10962	9AMAZONA	AMAZON					
	265685846581		01/08/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	19.99
						INVOICE TOTAL:	19.99 *
	284181474522		01/03/13	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-3.00
						INVOICE TOTAL:	-3.00 *
	284290361790		12/19/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	9.49
						INVOICE TOTAL:	9.49 *
	284292285241		12/30/12	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	24.99
						INVOICE TOTAL:	24.99 *
	284292966024		01/04/13	01	CREDIT:ADULT AUDIO VISUAL	80-60-001-45200	-8.00
						INVOICE TOTAL:	-8.00 *
	284294027829		01/03/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	97.92
						INVOICE TOTAL:	97.92 *
						CHECK TOTAL:	686.54
10963	9BKTLENT	VOIDED---LEADER CHECK					
	2027644086		12/02/12	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	14.31
						INVOICE TOTAL:	14.31 *
	2027726310		12/24/12	01	JUVENILE NON-FICTION	80-60-001-45400	10.78
						INVOICE TOTAL:	10.78 *
	2027732283		12/27/12	01	PICTURE BOOK, READERS	80-60-001-45410	10.76
						INVOICE TOTAL:	10.76 *
	2027748922		01/02/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	80.05
						INVOICE TOTAL:	80.05 *

# Lake Bluff Public Library

100

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 3

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10963	9BKTLENT	VOIDED---LEADER CHECK						
	2027751612		01/02/13	01	ADULT FICTION	80-60-001-45100	29.50	
						INVOICE TOTAL:	29.50 *	
	2027752342		01/03/13	01	ADULT NON-FICTION	80-60-001-45000	47.50	
						INVOICE TOTAL:	47.50 *	
	2027753366		01/02/13	01	ADULT NON-FICTION	80-60-001-45000	277.37	
						INVOICE TOTAL:	277.37 *	
	2027761660		01/03/13	01	ADULT FICTION	80-60-001-45100	15.33	
						INVOICE TOTAL:	15.33 *	
	2027763154		01/04/13	01	ADULT NON-FICTION	80-60-001-45000	50.94	
						INVOICE TOTAL:	50.94 *	
	2027764481		01/04/13	01	TEEN BOOKS	80-60-001-45450	81.68	
						INVOICE TOTAL:	81.68 *	
	2027772143		01/08/13	01	ADULT FICTION	80-60-001-45100	76.02	
						INVOICE TOTAL:	76.02 *	
	2027775240		01/08/13	01	ADULT NON-FICTION	80-60-001-45000	112.90	
						INVOICE TOTAL:	112.90 *	
	2027784372		01/14/13	01	ADULT NON-FICTION	80-60-001-45000	163.56	
				02	LARGE PRINT BOOKS	80-60-001-45110	33.24	
						INVOICE TOTAL:	196.80 *	
	2027786687		01/10/13	01	ADULT FICTION	80-60-001-45100	31.78	
						INVOICE TOTAL:	31.78 *	
	2027792909		01/11/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	494.78	
						INVOICE TOTAL:	494.78 *	
	2027793145		01/05/13	01	ADULT NON-FICTION	80-60-001-45000	94.71	
						INVOICE TOTAL:	94.71 *	

# Lake Bluff Public Library

100

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 4

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10963	9BKTLENT	VOIDED---LEADER CHECK						
	2027793363		01/15/13	01	LARGE PRINT BOOKS	80-60-001-45110	136.12	
						INVOICE TOTAL:	136.12 *	
	2027797759		01/15/13	01	TEEN BOOKS	80-60-001-45450	16.75	
						INVOICE TOTAL:	16.75 *	
	2027801412		01/16/13	01	ADULT NON-FICTION	80-60-001-45000	101.01	
						INVOICE TOTAL:	101.01 *	
10964	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027814551		01/17/13	01	JUVENILE FICTION,PBKS & SERIES	80-60-001-45420	297.13	
						INVOICE TOTAL:	297.13 *	
	2027819470		01/22/13	01	ADULT NON-FICTION	80-60-001-45000	212.74	
						INVOICE TOTAL:	212.74 *	
	2027821356		01/21/13	01	ADULT FICTION	80-60-001-45100	86.26	
						INVOICE TOTAL:	86.26 *	
	2027824102		01/22/13	01	PICTURE BKS,READRS,HOLIDAY BKS	80-60-001-45410	32.00	
						INVOICE TOTAL:	32.00 *	
	2027825176		01/22/13	01	JUVENILE NON-FICTION	80-60-001-45400	83.96	
						INVOICE TOTAL:	83.96 *	
	2027826235		01/23/13	01	ADULT NON-FICTION	80-60-001-45000	270.42	
						INVOICE TOTAL:	270.42 *	
	2027833022		01/24/13	01	LARGE PRINT BOOKS	80-60-001-45110	17.54	
						INVOICE TOTAL:	17.54 *	
	2027845424		01/28/13	01	ADULT FICTION	80-60-001-45100	60.15	
						INVOICE TOTAL:	60.15 *	

Lake Bluff Public Library

10E

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 5

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10964	9BKTLENT	BAKER & TAYLOR ENTERTAINMENT						
	2027847210		01/29/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	23.35	
							INVOICE TOTAL:	23.35 *
	2027850853		01/29/13	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	143.66	
							INVOICE TOTAL:	143.66 *
	2027859772		02/01/13	01	ADULT NON-FICTION	80-60-001-45000	354.48	
							INVOICE TOTAL:	354.48 *
	2027862484		02/01/13	01	JUVENILE NON-FICTION	80-60-001-45400	27.74	
							INVOICE TOTAL:	27.74 *
							CHECK TOTAL:	3,488.52
10965	9CHSPRIN	CHICAGO SPRINKLER COMPANY						
	47369		11/30/12	01	GROUNDS MAINT/SNOW REMOVAL	80-60-001-41050	99.50	
							INVOICE TOTAL:	99.50 *
							CHECK TOTAL:	99.50
10966	9CORDMAR	MARTHA CORDENIZ						
	COR012513		01/25/13	01	TUITION REIMBURSEMENT	80-60-001-42400	1,000.00	
							INVOICE TOTAL:	1,000.00 *
							CHECK TOTAL:	1,000.00
10967	9DAISEY	DAISEY BOOK CO						
	638		12/17/12	01	JUVENILE NON-FICTION	80-60-001-45400	379.80	
							INVOICE TOTAL:	379.80 *
	639		12/17/12	01	JUVENILE FICTION, PBKS & SERIES	80-60-001-45420	899.50	
							INVOICE TOTAL:	899.50 *

Lake Bluff Public Library

IOF

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 6

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10967	9DAISEY	DAISEY BOOK CO					
	640		12/18/12	01	JUVENILE PICTURE BKS, READERS	80-60-001-45410	558.57
							INVOICE TOTAL: 558.57 *
							CHECK TOTAL: 1,837.87
10968	9DANTHE	DAN THE KEY MAN, INC.					
	86935		01/17/13	01	BATHROOM LOCKS/KEYS	80-60-001-41000	469.00
							INVOICE TOTAL: 469.00 *
							CHECK TOTAL: 469.00
10969	9DEMCO	DEMCO, INC					
	4854722		01/21/13	01	BOOK JACKET COVERS	80-60-001-43670	106.32
							INVOICE TOTAL: 106.32 *
							CHECK TOTAL: 106.32
10970	9ECOHAND	ECONOMY HANDICRAFTS					
	276281A		01/22/13	01	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	154.44
							INVOICE TOTAL: 154.44 *
							CHECK TOTAL: 154.44
10971	9ESAUDAV	DAVE ESAU					
	ESA010813		01/08/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
							INVOICE TOTAL: 200.00 *
							CHECK TOTAL: 200.00
10972	9FIRSTBA	FIRST BANKCARD					

# Lake Bluff Public Library

106

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 7

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10972	9FIRSTBA	FIRST BANKCARD					
	CAR01242013		01/24/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	6.98
						INVOICE TOTAL:	6.98 *
						CHECK TOTAL:	6.98
10973	9FIRSTBA	FIRST BANKCARD					
	CDT01242013		01/24/13	01	BOOK DISCUSSION SNACKS	80-60-001-43700	31.50
				02	VIDEO GAMES	80-60-001-45510	446.87
						INVOICE TOTAL:	478.37 *
						CHECK TOTAL:	478.37
10974	9FIRSTBA	FIRST BANKCARD					
	DON01242013		01/24/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	88.81
				02	CHILDREN/TEEN PROGRAM SUPPLIES	80-60-001-43720	178.08
						INVOICE TOTAL:	266.89 *
						CHECK TOTAL:	266.89
10975	9FIRSTBA	FIRST BANKCARD					
	ELI01242013		01/24/13	01	JUVENILE PROGRAM SUPPLIES	80-60-001-43720	26.41
				02	POSTAGE	80-60-001-43300	3.31
						INVOICE TOTAL:	29.72 *
						CHECK TOTAL:	29.72
10976	9FIRSTBA	FIRST BANKCARD					
	ER1I01242013		01/24/13	01	GATEWAY ACCT MONTHLY FEE	80-60-001-46000	30.90
				02	PATRON/STAFF SOFTWARE	80-60-001-45600	9.95
				03	PATRON/STAFF SOFTWARE	80-60-001-45600	9.95

# Lake Bluff Public Library

104

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 8

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10976	9FIRSTBA	FIRST BANKCARD					
	ER1101242013		01/24/13	04	PRINTING/E-NEWSLETTER	80-60-001-43400	168.00
				05	MISC EXPENSES	80-60-001-46000	35.00
						INVOICE TOTAL:	253.80 *
						CHECK TOTAL:	253.80
10977	9FLANNAN	ANNE FLANNERY					
	FLA011813		01/18/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	125.00
						INVOICE TOTAL:	125.00 *
						CHECK TOTAL:	125.00
10978	9DAVISGE	GENEVIEVE DAVIS					
	DAV01113		01/11/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10979	9HALEYMJ	MARY JANE HALEY					
	HAL010713		01/07/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
10980	9INGRAM	INGRAM LIBRARY SERVICES					
	08820910		01/10/13	01	ADULT FICTION BOOKS	80-60-001-45100	113.97
						INVOICE TOTAL:	113.97 *
	09014704		01/17/13	01	ADULT FICTION BOOKS	80-60-001-45100	111.82
						INVOICE TOTAL:	111.82 *

Lake Bluff Public Library

101

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 9

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10980	9INGRAM	INGRAM LIBRARY SERVICES					
	09074318		01/20/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.23
						INVOICE TOTAL:	15.23 *
	70184799		01/24/13	01	GRAPHIC NOVELS	80-60-001-45470	11.99
						INVOICE TOTAL:	11.99 *
	70184800		01/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	219.58
						INVOICE TOTAL:	219.58 *
	70184801		01/24/13	01	ADULT FICTION BOOKS	80-60-001-45100	52.41
						INVOICE TOTAL:	52.41 *
	70245278		01/27/13	01	ADULT FICTION BOOKS	80-60-001-45100	25.56
						INVOICE TOTAL:	25.56 *
	70308508		01/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	15.25
						INVOICE TOTAL:	15.25 *
	70308509		01/30/13	01	GRAPHIC NOVELS	80-60-001-45470	94.72
						INVOICE TOTAL:	94.72 *
	70308510		01/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	266.19
						INVOICE TOTAL:	266.19 *
	70308511		01/30/13	01	ADULT FICTION BOOKS	80-60-001-45100	8.97
						INVOICE TOTAL:	8.97 *
						CHECK TOTAL:	935.69
10981	9IRELAND	IRELAND HEATING & AIRCONDITION					
	57728		01/22/13	01	SERVICE CALL	80-60-001-41000	120.00
						INVOICE TOTAL:	120.00 *
	57733		01/22/13	01	INSTALL NEW GAS HEATER	80-60-001-41000	4,700.00
						INVOICE TOTAL:	4,700.00 *
						CHECK TOTAL:	4,820.00

Lake Bluff Public Library

105

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 10

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10982	9JOHNHOP	JOHNS HOPKINS UNIVERSITY PRESS					
	1332937A		01/22/13	01	PERIODICALS	80-60-001-45500	98.00
						INVOICE TOTAL:	98.00 *
						CHECK TOTAL:	98.00
10983	9MADDMIC	MICHAEL MADDOX					
	MAD010813		01/08/13	01	ADULT PROGRAM SUPPLIES	80-60-001-43710	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
10984	9MANGOLA	MANGO LANGUAGES					
	L5422		01/24/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	1,680.00
						INVOICE TOTAL:	1,680.00 *
						CHECK TOTAL:	1,680.00
10985	9MEIERKA	KATHLEEN MEIERHOFF					
	MEI010913		01/09/13	01	STAFF HOLIDAY LUNCH	80-60-001-43700	162.92
						INVOICE TOTAL:	162.92 *
						CHECK TOTAL:	162.92
10986	9MIDTAPE	MIDWEST TAPE					
	90666610		01/04/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *
	90682306		01/14/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	14.99
						INVOICE TOTAL:	14.99 *
	90697915		01/21/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	29.99
						INVOICE TOTAL:	29.99 *

# Lake Bluff Public Library

10K

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 11

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
10986	9MIDTAPE	MIDWEST TAPE					
	90713128		01/28/13	01	ADULT AUDIO VISUAL MATERIAL	80-60-001-45200	129.97
						INVOICE TOTAL:	129.97 *
						CHECK TOTAL:	204.94
10987	90PPFRAN	OPP, FRANCHISING, INC.					
	CHC02131239		02/01/13	01	BUILDING MAINT: FEB 2013	80-60-001-41000	954.00
						INVOICE TOTAL:	954.00 *
						CHECK TOTAL:	954.00
10988	9OVERDRI	OVERDRIVE , INC					
	1018-172801700-12101		01/30/13	01	E-BOOKS	80-60-001-45460	380.66
						INVOICE TOTAL:	380.66 *
						CHECK TOTAL:	380.66
10989	9PCASH	PETTY CASH					
	02042013		02/04/13	01	TECHNICAL SERVICE SUPPLIES	80-60-001-43670	1.94
				02	OFFICE SUPPLIES	80-60-001-43550	35.19
				03	JANITORIAL SUPPLIES	80-60-001-43660	47.81
				04	POSTAGE	80-60-001-43300	1.05
						INVOICE TOTAL:	85.99 *
						CHECK TOTAL:	85.99
10990	9PROQUES	PROQUEST, LLC					
	70199630		01/14/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	2,665.00
						INVOICE TOTAL:	2,665.00 *
						CHECK TOTAL:	2,665.00

Lake Bluff Public Library

10L

DATE: 02/08/13  
 TIME: 11:17:45  
 PRG ID: AP215000.CBL

-- VILLAGE OF LAKE BLUFF --  
 CHECK REGISTER

PAGE: 12

CHECK DATE: 02/12/13

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
10991	9RANDOMH	RANDOM HOUSE, INC.						
	10861110949		01/09/13	01	JUVENILE AUDIO VISUAL MATERIAL	80-60-001-45430	10.00	
						INVOICE TOTAL:	10.00 *	
						CHECK TOTAL:		10.00
10992	9RENAISS	RENAISSANCE COMMUNICATION						
	13-51019		01/09/13	01	BUILDING MAINTENANCE	80-60-001-41000	360.00	
						INVOICE TOTAL:	360.00 *	
						CHECK TOTAL:		360.00
10993	9THYSSEN	THYSSENKRUPP ELEVATOR CORP.						
	6000022714		01/30/13	01	ANN'L ELEVATOR INSPECTION	80-60-001-41020	235.00	
						INVOICE TOTAL:	235.00 *	
						CHECK TOTAL:		235.00
10994	9TUMBLEP	TUMBLEWEED PRESS, INC						
	44739		01/14/13	01	ADULT REFERENCE/E-REFER	80-60-001-45220	250.75	
						INVOICE TOTAL:	250.75 *	
						CHECK TOTAL:		250.75
10995	9WAREHOU	WAREHOUSE DIRECT						
	1815163-0		01/10/13	01	OFFICE SUPPLIES	80-60-001-43550	92.54	
						INVOICE TOTAL:	92.54 *	
						CHECK TOTAL:		92.54
						TOTAL AMOUNT PAID:		22,788.44

## **Library User Conduct Policies – PROPOSED REVISION**

### **Library User Conduct**

The Library provides access to Library materials, information, and equipment, and serves as a location for general studies and cultural activities. For the Library to be enjoyed by all patrons, the following rules and regulations should be observed. Patrons who exhibit behavior inconsistent with the following rules may be asked to leave the Library or otherwise have their privileges suspended or limited.

- A. Patrons should respect the rights of other library users and staff, and must refrain from harassing, annoying or threatening conduct or other behavior that reasonably could be expected to disrupt the library atmosphere.
- B. Patrons may not interfere with Library employees' performance of their duties or make or threaten inappropriate physical contact with staff members or other patrons.
- C. Patrons should treat library materials with care and refrain from any action that could damage or destroy any library property.
- D. Patrons must comply with all rules regarding usage of library materials and resources. All materials must be checked out before leaving the building. Bags may be inspected at the doors.
- E. Patrons may not engage in illegal activity on library premises.
- F. Parents are responsible for the behavior and supervision of their children. Children under the age of eight should not be left unattended in any part of the building.
- G. Mobile devices may be used in the library for silent functions only. Cell phone calls/conversations are prohibited in the library, although calls may be conducted quietly in the lobby. Texting is permitted provided that sent/incoming notification sounds are silenced.
- H. Drinks are permitted in the library only in spill-proof containers. Food is not permitted unless authorized by the Library Director or his/her designee.
- I. Shirts and shoes must be worn on library property.
- J. Smoking is prohibited in the library and within twenty five-feet (25') of all library entrances, windows that open, or ventilation intakes.
- K. Campaigning, soliciting, or petitioning is not permitted on library premises.
- L. Animals, other than service animals, are not allowed in the building without the approval of the Library Director or his/her designee.

- M. Patrons are responsible for their personal property. Property left unattended for longer than 30 minutes may be moved to the Library's "Lost and Found" area. Any unattended personal property left in a location that obstructs patron or staff use of the library will be moved immediately.
- N. Bicycles, rollerblades, skateboards, scooters, or similar equipment may not be used in the building or the parking lot. Bicycles should be left in the racks outside the building.
- O. Patrons must exit the library at or before the designated closing time or as otherwise directed by library staff.

Patrons are asked to cooperate with the Library staff members who interpret and enforce these rules and regulations, which will help promote excellence in Library service for everyone.

#### **Suspension or Limitation of Library Privileges**

Suspension or limitation of Library privileges of patrons may occur for (i) violation of the Library User Conduct policy, or (ii) excessive fines, lost or damaged items on a patron's record greater than the blocking threshold decided by the Library Director and approved by the Trustees.

The nature of the limitation or suspension of Library privileges may include: (i) loss of borrowing rights; (ii) prohibition from using items of equipment if such equipment was being abused; and (iii) physical removal from the Library premises if the person involved engages in behavior that damages Library property, intimidates or threatens other patrons or staff, or refuses to act in accordance with the other provisions of the Library User Conduct policy. The suspension will last for a period of time designated by the Library Director, which will be communicated to the patron by written notice if possible.

In the event of a suspension greater than three days, the patron may appeal the decision to the Library Board of Trustees at a regularly scheduled meeting, provided that the appeal is submitted in writing at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

**INF-3: Use of Library-Provided Personal Computers – PROPOSED REVISION**

The Library provides computers for public use and a wireless hub for use of personal computers in the Library. The following guidelines apply to use of the Library's computers and related services:

- A. Computer use is available in the Adult Computer Area by signup or reservation, and in the Children's Department on a first-come first-serve basis.
- B. Computers will be available when the Library opens up until 15 minutes before the Library closes.
- C. Patrons in the Adult Computer Area may use the computers for a maximum of 240 minutes each day, with a minimum of two login sessions per patron per day. Each login session in the Adult Computer Area lasts a maximum 120 minutes; at which time, if no patrons are waiting to use the computer, the system may automatically grant further time. If another patron is waiting to use the computer, the patron will not be offered further time and will be automatically logged out when their time expires.
- D. If deemed necessary, staff may make permanent adjustments to the time and sessions available for all patrons in the Adult Computer Area. Such changes in service will be posted well in advance and fairly applied to all patrons.
- E. If a patron requires more time than is available for their session, they may ask the staff member at the Reference Desk for an extended session. The staff member will grant extra time as deemed appropriate given how busy the computers are and the reason for the request.
- F. If a patron is more than 10 minutes late for a reservation, the remaining time will be relinquished to any waiting patron.
- G. If a computer in the Adult Computer Area is idle for longer than 10 minutes, the computer system will ask the user to verify that they are still using the workstation. If the patron does not provide verification, the session will be automatically terminated and the computer made available to another patron.
- H. Patrons may bring their own data storage devices, including travel/jump/key drives, but may not save or install anything onto the computer beyond the time of original use. Flash drives will be available for sale at the Adult Reference Desk while supplies last.
- I. All library computers are set up to prevent any file from being added to the hard drive. Any items that may be added to the hard disk will be deleted as soon as they are identified, or at the end of the business day, whichever comes first.
- J. Software use is limited to that provided by the Library. Use of programs with sound, regardless of their source, requires the use of headphones.

- K. Illegal activities or activities that interfere with or disrupt the equipment, network, users, or services are prohibited. The Library enforces laws regarding the privacy of library users in Illinois, and the confidentiality policies of the American Library Association. Further, we ask that computer users be sensitive to the use of computers in a public environment, which is used by people of all ages.
- L. The Library reserves the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and to enforce rules which include asking a computer user to leave the premises and/or to contact law enforcement authorities. A user who has been asked to leave the Library has the right to present a grievance at the next scheduled Board meeting if the concern is placed by the patron on the meeting agenda 48 hours prior to the meeting, in accordance with Illinois Open Meeting laws.
- M. The Library may provide scheduled computer classes or training upon request, and Library staff members may provide limited individual instruction at their own discretion during times of low volume in the Library. Full documentation for each software application will be available, and patrons are expected to consult the documentation and use self-guided tutorials.
- N. The Library reserves the right to charge for printing, at a cost of \$.10 per page for black and white documents, and \$1.00 per page for color documents.
- O. The Library collects statistics about the use of its computers for planning and reporting purposes. Using the public computers and wireless network implies consent that the user agrees to be included in these statistics. These statistics will not identify individual users or the nature of their computer use, provided that the patron has not violated the policies of the library, or any State, Federal, or Local law.
- P. Patrons are responsible for complying with copyright laws and licensing agreements while using Library computers, and for paying to use any fee-based services not provided by the Library.
- Q. The Library assumes no responsibility for accuracy, timeliness, bias or potential offensiveness of any Internet-based content.
- R. Parents/legal guardians and caregivers are urged to discuss appropriate and safe use of the Internet with children in their care. Filters are installed on public computers in the Children's Department and in the Adult Department, though the filters on the computers in the Adult Department provide wider access. The Library does not limit children's Internet access or restrict their computer usage to Children's Department computers only. Filters will be removed by staff at the request of any user and the discretion of library staff. Parents who want their children to use computers with the greatest amount of filtering may wish to advise their children to use computers in the Children's Department for Internet access.

- S. Children have first priority for use of the computers in the Children's Department. Adults may not use the computers in the Children's Room without the specific permission of the Library Director or his/her designee.

**Lake Bluff Public Library**[www.lakebluffLibrary.org](http://www.lakebluffLibrary.org)

The Lake Bluff Public Library is located in the heart of the Village, offering the residents of Lake Bluff and surrounding areas a variety of materials and services. In addition to current materials and programs, the Library also offers public computers with Internet. Wireless Internet access is also available. The collection includes books and much more, with a variety of audio-visual materials including DVDs, Blu-rays, and music and audio books on CD and via download. There are newspapers, magazines and journals available in print and online formats. Library patrons use the Library for learning, entertainment, a nice place to visit, recreation, inspiration, and programs.

The Library is a component unit of the Village of Lake Bluff but has a separately elected Board of Trustees. The Library is a unit of local government operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq. The powers and duties of the Board of Library Trustees are set forth in said Act and include "the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the Library fund" (75 ILCS 5/4-7(2)). Library taxes are levied by the Village in amounts determined by the Library Board and collected with other Village taxes (75 ILCS 5/3-5). The Library Board meets monthly at 7:00pm on the second Tuesday of each month and meetings are open to the public.

The Library is renowned for its personable and helpful staff. Every Library user is welcomed as a friend and neighbor. The Lake Bluff Library has a reputation for individual service and engaging programs. Children and their caregivers enjoy a wide variety of programs for all ages. Imaginative Summer Reading Programs are offered for both children and adults. The wide variety of Adult Programs focus on book discussions, local interest, history, health, finance, and leisure pursuits. Our daily service goal is to be central to the community's ever-changing needs, and to offer a comfortable setting with access to information and materials for all.

The Friends of the Library is an independent non-profit organization that raises funds and sponsors events for the Library. Fun events are being planned for the coming year, to continue advocacy and support of the Library. Membership is open to the public. New Friends are always welcome.

**FY2012-2013 Accomplishments**

Following the renovation of the Library's interior in the summer of 2011, the Library undertook a landscaping project in the fall of 2012. The goal of the project was to increase the safety, accessibility, and beauty of the Scranton Avenue side of the building. The project was focused in particular on the new shared entrance with the Lake Bluff History Museum and included:

- Improved lighting along the Scranton Avenue sidewalk;
- An exterior walkup book drop;
- A new bike rack near the new entrance;
- Benches near the new entrance;
- New plantings to create a more open and park like atmosphere;
- And a sprinkler system to protect the money invested in landscaping, past, present, and future.

The Library spent \$27,276 from its annual operating budget on the landscaping project, along with \$6,469 donated, mostly from the Friends of the Library. The 2011-2012 Fiscal Year was the busiest in the Library's history, with 101,520 checkouts and 75,769 recorded visits. The Library is 15.9% ahead of last year's circulation numbers as of January 1, 2013, and should finish with another record breaking year. Of Lake Bluff's 5,745 residents 3,957 (69%) are Library card holders. A total of 1,288 individuals who possess cards at other area Libraries have also registered as Reciprocal Borrowers to use the Lake Bluff Library.

The Library continues to add to its MyMediaMall digital collection of eBooks and eAudiobooks. The Library's network and desktops received a much needed upgrade from Windows XP to Windows 7, allowing Web Browsers, Microsoft Office, and other programs to be upgraded.

Computer usage continues to increase, enough so that the Library purchased a program to manage patron computer usage to ensure that this important resource is managed efficiently.

The Library also increased its participation in the community, contributing to the first annual Lake Bluff Criterion Bike Race, holding a weekly story time at the Farmer's Market, and creating a program for home bound patrons to have Library materials delivered. Combining entrances with the Lake Bluff History Museum has also strengthened ties and opportunities for joint programs with our closest neighbor.

### **FY2013-2014 Goals and Needs**

The main Library building is nearing 40 years in age, and the Wood Building Annex is now 11 years old. The annex, occupied by the Lake Bluff History Museum, requires repairs to fascia, soffits, and flashing on its roof. The main Library building needs to have its windows caulked to address minor problems with leaking following rain and drafts during the winter.

The Library will also be working to upgrade the Integrated Library Software that controls all Library functions and to replace the servers in our aging Local Area Network. In addition, a new website is in the works. These changes will equip the Library to provide the community of Lake Bluff with high quality online and digital access and service both now and in the future.

Finally, the Library plans to continue to build on the connections established in the past year and increase its participation in community events and collaboration with area organizations and businesses.

### **Library Personnel**

POSITION TITLE	FY 2012-2012		FY 2012-2013		FY 2013-2014	
	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Actual Number of Positions	Number of Positions Authorized	Library % Share of Salary
Library Director	1	1	1	1	1	100%
Department Heads	1	1	1	1	3	100%
Library Associate	3.5	3	3.5	3	0	100%
Library Assistant I	2.05	2.05	2.05	2.05	2.75	100%
Library Assistant II	0	0	0	0	2.75	100%
Library Technical Assistant	0	0	0	0	1.30	100%
Shelver	.25	.25	.25	.5	.25	100%
<b>FULL TIME EQUIVALENT</b>	<b>7.8</b>	<b>7.55</b>	<b>7.8</b>	<b>7.55</b>	<b>8.05</b>	

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES**

80-40

CODE/LINE ITEM	ACTUAL FY 10/11	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGET FY 13--14	\$ CHANGE
<b>TAXES</b>									
103-10000 Property Taxes	779,602	782,229	800,255	805,533	833,508	4.2%	33,253	3.5%	27,975
<b>TOTAL TAXES</b>	<b>779,602</b>	<b>782,229</b>	<b>800,255</b>	<b>805,533</b>	<b>833,508</b>	<b>4.2%</b>	<b>33,253</b>	<b>3.5%</b>	<b>27,975</b>
<b>FINES &amp; FORFEITURES</b>									
503-65000 Fines	13,613	12,105	11,500	13,032	12,000	4.3%	500	-7.9%	(1,032)
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>13,613</b>	<b>12,105</b>	<b>11,500</b>	<b>13,032</b>	<b>12,000</b>	<b>4.3%</b>	<b>500</b>	<b>-7.9%</b>	<b>(1,032)</b>
<b>CHARGE FOR SERVICES</b>									
403-48300 Photocopy Charges	1,946	1,825	1,700	2,103	1,700	0.0%	0	-19.2%	(403)
403-48500 Non-Resident Fees	5,394	7,175	4,500	6,662	6,000	33.3%	1,500	-9.9%	(662)
<b>TOTAL CHARGE FOR SERVICES</b>	<b>7,340</b>	<b>9,000</b>	<b>6,200</b>	<b>8,765</b>	<b>7,700</b>	<b>24.2%</b>	<b>1,500</b>	<b>-12.2%</b>	<b>(1,065)</b>
<b>OTHER</b>									
603-73700 Village Contribution	6,500	6,500	6,500	7,750	7,750	19.2%	1,250	0.0%	0
603-73800 Vliet Operating Cost Contrib	1,404	0	0	0	0	---	0	---	0
603-75000 Interest Income	1,560	651	450	870	500	11.1%	50	-42.5%	(370)
603-78500 Naperville/Impact Fees	0	0	0	0	0	---	0	---	0
603-89000 Miscellaneous Income	3,083	5,977	1,500	1,936	3,000	100.0%	1,500	55.0%	1,064
<b>TOTAL OTHER</b>	<b>12,547</b>	<b>13,128</b>	<b>8,450</b>	<b>10,556</b>	<b>11,250</b>	<b>33.1%</b>	<b>2,800</b>	<b>6.6%</b>	<b>694</b>

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - REVENUES**

<b>FUND BALANCE RESERVES</b>	0	0	0	0	0	---	0	---	0
<b>LOAN FROM VILLAGE</b>	0	0	0	0	0	---	0	---	0
<b>LIBRARY FUND REVENUE</b>	<u>813,102</u>	<u>816,461</u>	<u>826,405</u>	<u>837,886</u>	<u>864,458</u>	4.6%	38,053	3.2%	26,572

**FUND BALANCE:**

<i>May 1</i>	430,198	521,611	399,263	399,263	480,034
<i>April 30</i>	<u>521,611</u>	<u>399,263</u>	<u>399,263</u>	<u>480,034</u>	<u>380,034</u>

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

80-60-001-

CODE/LINE ITEM	ACTUAL	ACTUAL	BUDGET	Estimated	BUDGET	% CHANGE \$ CHANGE		% CHANGE \$ CHANGE		
	FY 10/11	FY 11/12	FY 12/13	Actual FY 12/13		FY 13/14	BUDGET TO BUDGET FY 13---14	BUDGET TO BUDGET FY 13---14	EST ACTUAL TO BUDGE FY 13---14	EST ACTUAL TO BUDGE FY 13---14
<b>PERSONNEL SERVICES</b>										
40000 Librarian Salaries	252,749	259,315	260,000	206,663	217,000	-16.5%	(43,000)	5.0%	10,337	
40050 Staff Salaries	102,887	114,734	134,889	164,044	201,000	49.0%	66,111	22.5%	36,956	
40020 Seasonal Salaries	0	0	0	0	0	---	0	---	0	
40400 Medical Insurance	46,427	42,428	50,000	39,036	50,000	0.0%	0	28.1%	10,964	
40900 Other Employee Benefit	290	280	2,000	100	500	-75.0%	(1,500)	400.0%	400	
40950 IL Municipal Retire Fund	34,435	35,449	39,500	36,179	40,000	1.3%	500	10.6%	3,821	
40951 Social Security (Note 1)	26,831	28,029	30,500	27,760	32,000	4.9%	1,500	15.3%	4,240	
40750 IRMA Insuranc Deductible	0	0	0	0	0	---	0	---	0	
<b>TOTAL PERSONNEL SERVICES</b>	<b>463,619</b>	<b>480,235</b>	<b>516,889</b>	<b>473,782</b>	<b>540,500</b>	<b>4.6%</b>	<b>23,611</b>	<b>14.1%</b>	<b>66,718</b>	
<b>CONTRACT. SERVICES/COMMODITIES</b>										
41000 Building Maintenance	24,861	28,214	20,000	23,301	28,000	40.0%	8,000	20.2%	4,699	
41020 Elevator Maintenance	1,745	2,045	2,500	1,537	2,250	-10.0%	(250)	46.4%	713	
41050 Grounds Maintenance	6,256	6,991	10,500	7,294	10,000	-4.8%	(500)	37.1%	2,706	
41303 Copier Maintenance	4,286	3,489	4,500	6,213	4,500	0.0%	0	-27.6%	(1,713)	
41304 Other Professional Service	16,766	9,356	6,500	0	5,000	-23.1%	(1,500)	---	5,000	
41305 Computer Services	19,454	22,385	28,000	22,853	28,000	0.0%	0	22.5%	5,148	
41350 Legal & Accounting	508	840	2,500	5,000	2,500	0.0%	0	-50.0%	(2,500)	
42400 Professional Development	2,995	3,614	6,000	2,432	3,000	-50.0%	(3,000)	23.4%	569	
42440 Dues	1,684	2,824	3,000	2,120	2,500	-16.7%	(500)	17.9%	380	
43230 Utilities	6,267	5,943	8,000	5,883	6,500	-18.8%	(1,500)	10.5%	617	
43300 Postage	1,992	2,885	3,000	3,204	4,000	33.3%	1,000	24.9%	796	
43400 Printing/E-Newsletter	6,925	6,945	8,500	7,200	8,000	-5.9%	(500)	11.1%	800	
43550 Office Supplies	4,441	5,667	6,000	5,040	6,000	0.0%	0	19.0%	960	
43660 Building & Grounds Supplies	1,260	1,273	2,500	2,132	2,500	0.0%	0	17.2%	368	
43670 Technical Services Supplies	3,518	6,346	4,500	5,238	5,500	22.2%	1,000	5.0%	262	
43700 Hospitality Program Supplies	549	1,216	1,000	1,000	1,000	0.0%	0	0.0%	0	
43710 Adult Program Supplies	3,423	4,584	4,000	4,000	4,000	0.0%	0	0.0%	0	
43720 Juvenile Program Supplies	6,594	7,524	7,000	7,000	7,000	0.0%	0	0.0%	0	
45000 Adult Nonfiction	16,128	18,417	18,000	18,000	18,000	0.0%	0	0.0%	0	
45100 Adult Fiction	14,317	17,417	16,000	16,000	15,000	-6.3%	(1,000)	-6.3%	(1,000)	
45110 Jlt Large Print	861	693	1,000	1,000	1,000	0.0%	0	0.0%	0	

**LAKE BLUFF PUBLIC LIBRARY  
GENERAL FUND - EXPENDITURES**

80-60-001-

CODE/LINE ITEM	ACTUAL	ACTUAL	BUDGET	Estimated	BUDGET	% CHANGE	\$ CHANGE	% CHANGE	\$ CHANGE
	FY 10/11	FY 11/12	FY 12/13	Actual FY 12/13		FY 13/14	BUDGET TO BUDGET FY 13--14	BUDGET TO BUDGET FY 13--14	EST ACTUAL TO BUDGE FY 13--14
45200 Adult Audio-Visual	14,496	11,316	14,000	14,000	14,000	0.0%	0	0.0%	0
45220 Adult Reference/E-Refer	12,504	13,737	15,000	15,000	18,000	20.0%	3,000	20.0%	3,000
45400 Juvenile Non-fiction	5,300	8,283	7,000	7,000	7,000	0.0%	0	0.0%	0
45410 Picture Books, Readers	4,773	5,893	6,000	6,000	6,000	0.0%	0	0.0%	0
45420 Juvenile Fiction	7,029	7,136	7,800	7,800	8,500	9.0%	700	9.0%	700
45430 Juvenile Audio-Visual	3,479	3,354	4,000	4,000	3,750	-6.3%	(250)	-6.3%	(250)
NEW Graphic Novels	0	0	500	500	500	0.0%	0	0.0%	0
NEW Ebooks	74	0	5,000	5,000	8,000	60.0%	3,000	60.0%	3,000
45450 Teen Books	2,608	2,816	3,000	3,000	2,750	-8.3%	(250)	-8.3%	(250)
45500 Periodicals	3,858	6,796	8,500	7,000	7,500	-11.8%	(1,000)	7.1%	500
45510 Video Games	1,000	2,013	2,300	2,300	2,750	19.6%	450	19.6%	450
45600 Public & Staff PC Software	4,231	4,367	4,000	4,199	4,500	12.5%	500	7.2%	301
45610 Library Automation Software	11,424	17,461	14,000	12,461	14,000	0.0%	0	12.3%	1,539
45700 Branch library material	0	0	0	0	0	---	0	---	0
45900 Minor Equipment	674	2,397	0	550	0	---	0	-100.0%	(550)
46000 Miscellaneous Expenditure	341	1,097	2,000	963	2,000	0.0%	0	107.7%	1,037
<b>TOTAL CONTRACT/COMMOD.</b>	<b>216,619</b>	<b>245,334</b>	<b>256,100</b>	<b>236,220</b>	<b>263,500</b>	<b>2.9%</b>	<b>7,400</b>	<b>11.5%</b>	<b>27,280</b>
<b>CAPITAL OUTLAY</b>									
49000 Library Furnishings	0	4,203	5,000	5,000	2,458	-50.8%	(2,542)	-50.8%	(2,542)
49050 Interior Bldg Improvements	0	0	0	0	0	---	0	---	0
49100 Library/Vliet Renovation	0	0	0	0	0	---	0	---	0
49120 Exterior Bldg Improvements	0	0	5,000	4,935	13,000	160.0%	8,000	163.4%	8,065
49350 Computer Equipment	11,525	5,000	13,000	11,662	25,000	92.3%	12,000	114.4%	13,338
49351 Tech-4-You Automation	0	0	0	0	0	---	0	---	0
49400 Library Equipment	234	1,175	4,500	2,302	2,000	-55.6%	(2,500)	-13.1%	(302)
50000 Contingency	29,692	2,867	25,916	23,214	18,000	-30.5%	(7,916)	-22.5%	(5,214)
<b>TOTAL CAPITAL OUTLAY</b>	<b>41,450</b>	<b>13,245</b>	<b>53,416</b>	<b>47,113</b>	<b>60,458</b>	<b>13.2%</b>	<b>7,042</b>	<b>28.3%</b>	<b>13,345</b>
<b>Transfer to Renovation Fund</b>	<b>0</b>	<b>276,092</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>
<b>LIBRARY TOTAL</b>	<b>721,689</b>	<b>1,014,907</b>	<b>826,405</b>	<b>757,114</b>	<b>964,458</b>	<b>16.7%</b>	<b>138,053</b>	<b>27.4%</b>	<b>207,344</b>

**LAKE BLUFF PUBLIC LIBRARY  
SPECIAL RESERVE FUND**

CODE/LINE ITEM	ACTUAL FY 11/12	ACTUAL FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE BUDGET TO BUDGET FY 13--14	% CHANGE EST ACTUAL TO BUDGE FY 13--14	\$ CHANGE EST ACTUAL TO BUDGE FY 13--14
<b>REVENUES 81-40-</b>							
<b>TRANSFERS</b>							
TBD General Fund Reserves	300,000	0	100,000	---	100,000	---	100,000
73400 Miscellaneous				---	0	---	0
<b>TOTAL TRANSFERS</b>	<b>300,000</b>	<b>0</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>
<b>DONATIONS</b>							
78000 Unrestricted Donations	10,000	0	0	---	0	---	0
78100 Restricted Donations	20,000	0	0	---	0	---	0
<b>TOTAL DONATIONS</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>---</b>	<b>0</b>	<b>---</b>	<b>0</b>
<b>TOTAL FUND REVENUES</b>	<b>330,000</b>	<b>0</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>

**EXPENDITURES 81-60-001**

**CAPITAL OUTLAY**

49350 Automation	10,000	0	100,000	---	100,000	---	100,000
49000 Furnishings	75,000	0	0	---	0	---	0
49100 Building Improvements	10,000	0	0	---	0	---	0
49120 Exterior Bldg Improvements	235,000	0	0	---	0	---	0
	<b>330,000</b>	<b>0</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>	<b>---</b>	<b>100,000</b>



**LAKE BLUFF PUBLIC LIBRARY  
GRANTS & GIFTS FUND - REVENUES & EXPENDITURES**

CODE/LINE ITEM	BUDGET FY 11/12	ACTUAL FY 11/12	BUDGET FY 12/13	Estimated Actual FY 12/13	BUDGET FY 13/14	% CHANGE BUDGET TO BUDGET FY 13--14	\$ CHANGE	% CHANGE EST ACTUAL TO BUDGE FY 13--14	\$ CHANGE
<b>REVENUES 82-40-603</b>									
<b>GRANTS</b>									
TBD Bird Memorial Reserve	3,000	0	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
73000 Per Capita Grant	6,184	6,197	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
73100 Weed/Feed Grant	0	0	0	0	0	----	0	---	0
73200 Illinois First Grant	0	0	0	0	0	----	0	---	0
73400 Miscellaneous Grants	0	0	15,000	0	15,000	0.0%	0	---	15,000
<b>TOTAL GRANTS</b>	<b>9,184</b>	<b>6,197</b>	<b>24,197</b>	<b>6,026</b>	<b>20,868</b>	<b>-13.8%</b>	<b>(3,329)</b>	<b>246.3%</b>	<b>14,842</b>
<b>DONATIONS</b>									
78200 Tech-4-U Donations	0	0	0	0	0	----	0	---	0
78000 Unrestricted Donations	10,000	326	5,000	359	5,000	0.0%	0	1294.2%	4,641
78100 Restricted Donations	20,000	18,787	15,000	9,617	15,000	0.0%	0	56.0%	5,383
<b>TOTAL DONATIONS</b>	<b>30,000</b>	<b>19,113</b>	<b>20,000</b>	<b>9,975</b>	<b>20,000</b>	<b>0.0%</b>	<b>0</b>	<b>100.5%</b>	<b>10,025</b>
75000 Interest Earnings	0	0	0	0	0	----	0	---	0
<b>TOTAL FUND REVENUES</b>	<b>39,184</b>	<b>25,310</b>	<b>44,197</b>	<b>16,001</b>	<b>40,868</b>	<b>-7.5%</b>	<b>(3,329)</b>	<b>155.4%</b>	<b>24,867</b>

**EXPENDITURES 82-60-001**

**OTHER/GRANT PROGRAMS**

44800 Per Capita Grant Expend	6,184	6,197	6,197	5,868	5,868	-5.3%	(329)	0.0%	0
44825 Misc Grant Expenditures						----	0	---	0

44901	Patt. Annnelly Mem Grant						---	0	---	0
99999	Use of Unrestrict Donation	10,000		5,000	359	5,000	0.0%	0	1294.2%	4,641
99999	Use of Restricted Donations	20,000	18,500	15,000	9,617	15,000	0.0%	0	56.0%	5,383
<b>CAPITAL OUTLAY</b>		36,184	24,697	26,197	15,843	25,868	-1.3%	(329)	63.3%	10,025
49000	Bird Memorial - Children's	3,000	3,000	3,000	158	0	-100.0%	(3,000)	-100.0%	(158)
49600	HVAC System	0	0	0	0	0	---	0	---	0
49350	Tech-4-U Automation	0	0	0	0	0	---	0	---	0
<b>TOTAL EXPENDITURES</b>		39,184	27,697	29,197	16,001	25,868	-11.4%	(3,329)	61.7%	9,867

**FUND BALANCE:**

<i>May 1</i>	87,751	87,751	85,364	85,364	85,364
<i>April 30</i>	87,751	85,364	100,364	85,364	100,364

## Reasons for Changes

### KEY

RED = DECREASE

GREEN = INCREASE

PERSONNEL SERVICES		2012-2013	2013-2014	Change
<b>40000</b>	<b>Librarian Salaries</b>	\$260,000	\$216,000	(\$44,000)
Reason:	Change in organization to provide more efficiency and additional staff hours.			
<b>40050</b>	<b>Staff Salaries</b>	\$134,889	\$197,000	\$62,111
Reason:	Change in organization to provide more efficiency and additional staff hours.			
<b>40020</b>	<b>Seasonal Salaries</b>	\$0	\$0	\$0
Reason:	Unused and unneeded: <b>DELETE.</b>			
<b>40060</b>	<b>Salary Survey Adjustments</b>	\$0	\$0	\$0
Reason:	Unused and unneeded: <b>DELETE.</b>			
<b>40400</b>	<b>Medical Insurance</b>	\$50,000	\$50,000	\$0
Reason:	Previous year totalled \$42,000. Even with a 5% maximum increase in expenses due to Obamacare, we're a bit over budget. With those factors, I think last years number has become appropriate.			
<b>40900</b>	<b>Other Employee Benefit</b>	\$2,000	\$500	(\$1,500)
Reason:	Only used for flu shots for many years. We usually only spend \$250.			
<b>40950</b>	<b>IL Municipal Retire Fund</b>	\$39,500	\$39,000	(\$500)
Reason:	The percentage paid by employers for the coming year is <b>12.44%</b> . Based on the amount paid to employees enrolled, the Library's cost will be <b>\$37,045</b> .			
<b>40951</b>	<b>Social Security (Note 1)</b>	\$30,500	\$30,500	\$0
Reason:	Too overbudgeted in previous years, but the numbers have caught up.			
<b>40750</b>	<b>IRMA Insuranc Deductible</b>	\$0	\$0	\$0
Reason:	Only budgeted in the past when we've had a known IRMA expense.			
<b>Totals</b>		<b>\$516,889</b>	<b>\$533,000</b>	<b>\$16,111</b>
Reason:	This reflects a planned 50 extra hours in staff time and a minimum 2-3% raise for all staff. That requires Board approval, which I hope to obtain.			
<b>CONTRACT. SERVICES/COMMODITIES</b>				
<b>41000</b>	<b>Building Maintenance</b>	\$20,000	\$30,000	\$10,000

<b>Reason:</b>	Our contracts with Janiking, United States Fire Protection, and Ireland Heating are included here, along with a grab bag of Home Depot purchases, electrical work, plumbing work, pest control, lock repair, etc. Micah Kamin, our hard working handyman, is also paid for his occasional work from this line. We have a nearly 40 year old building, and the new parts and replacements don't always play nice with old ones. In the entire existence of this line item, we have never been under \$20,000. We came within \$5,000 of it once. It desperately needs the increase.
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<b>41020</b>	<b>Elevator Maintenance</b>	\$2,500	\$2,250	(\$250)
<b>Reason:</b>	Budgeted a bit too high, and we're locked into our contract until January of 2014.			

<b>41050</b>	<b>Grounds Maintenance</b>	\$10,500	\$10,000	(\$500)
<b>Reason:</b>	This is \$4,000 higher than our contract with Wendt. I have not cut it back farther, because I anticipate putting that contract out to bid in the next year.			

<b>41303</b>	<b>Copier Maintenance</b>	\$4,500	\$4,500	\$0
<b>Reason:</b>	We are high this year because of the new equipment. If we are high again next year, the line should be boosted upwards.			

<b>41304</b>	<b>Other Professional Service</b>	\$6,500	\$5,000	(\$1,500)
<b>Reason:</b>	Principal use has been for Interim Directors, which I fervently hope the Library won't need.			

<b>41305</b>	<b>Computer Services</b>	\$28,000	\$28,000	\$0
<b>Reason:</b>	CVI is paid from this line, primarily, along with any miscellaneous computer work. It's about \$5,000 too high, but I have left it that way pending a decision from the Board on whether or not we will be pursuing a new vendor this winter.			

<b>41350</b>	<b>Legal &amp; Accounting</b>	\$2,500	\$2,500	\$0
<b>Reason:</b>	We are way over this year, for which I make no apologies. I plan to be under next year.			

<b>42400</b>	<b>Professional Development</b>	\$6,000	\$4,000	(\$2,000)
<b>Reason:</b>	NSLS and it's programs dissappeared. Keeping the staff trained on new trends is key. I do not want to go to low.			

<b>42440</b>	<b>Dues</b>	\$3,000	\$2,500	(\$500)
<b>Reason:</b>	The Library pays dues to professional organizations like RAILS and LACONI, and pays part or all of the professional membership fee for some staff members for ILA and ALA. At the moment, a bit too high. Changes in organizations could effect that later.			

<b>43230</b>	<b>Utilities</b>	\$8,000	\$6,500	(\$1,500)
<b>Reason:</b>	We pay water, telephone, internet service, and such minor utilities. The Village takes care of electrical, gas, and most of the big bills. We've been steady at \$5,500 to \$6,000 paid out for several years.			

<b>43300</b>	<b>Postage</b>	\$3,000	\$4,000	\$1,000
<b>Reason:</b>	Discussed with Gloria, we underbudgeted for this year and stamp prices continue to climb.			

<b>43400</b>	<b>Printing/E-Newsletter</b>	\$8,500	\$8,000	(\$500)
<b>Reason:</b>	Discussed with Carol, the price is increasing a bit this year but we were overbudget in the past. It evens out.			

<b>43550</b>	<b>Office Supplies</b>	\$6,000	\$6,000	\$0
<b>Reason:</b>	Paperclips, pencils, paper, etc. Talked to Gloria, this number continues to be adequate.			

43660	<b>Building &amp; Grounds Supplies</b>	\$2,500	\$2,500	\$0
Reason:	A candidate for lowering, but with the new landscaping both Lyndy and I are reluctant to do that this year.			
43670	<b>Technical Services Supplies</b>	\$4,500	\$5,500	\$1,000
Reason:	Supplies for cataloging, processing, etc. Cost is rising and we're underbudget.			
43700	<b>Hospitality Program Supplies</b>	\$1,000	\$1,000	\$0
Reason:	Snacks for staff and public meetings.			
43710	<b>Adult Program Supplies</b>	\$4,000	\$4,000	\$0
Reason:	Increasing as a service; will get Per Capita Grant boost this year.			
43720	<b>Juvenile Program Supplies</b>	\$7,000	\$7,000	\$0
Reason:	Increasing as a service; will get Per Capita Grant boost this year.			
45000	<b>Adult Nonfiction</b>	\$18,000	\$18,000	\$0
Reason:	Discussed with Carol, current budget adequate for demand and space.			
45100	<b>Adult Fiction</b>	\$16,000	\$15,000	(\$1,000)
Reason:	Discussed with Carlen, current budget is slightly too high given the available space.			
45110	<b>Adult Large Print</b>	\$1,000	\$1,000	\$0
Reason:	Discussed with Carol, space increased otherwise I think this could come down.			
45200	<b>Adult Audio-Visual</b>	\$14,000	\$14,000	\$0
Reason:	Discussed with Carol, Adult AV is VERY hot right now. Carol is intent on adjusting space to accommodate.			
45220	<b>Adult Reference/E-Refer</b>	\$15,000	\$18,000	\$3,000
Reason:	Discussed with Lyndy, this represents all our databases. Including Freegal and MyMediaMall. With more and more magazines and resources going online, this budget line will be boosted this and probably in following years.			
45400	<b>Juvenile Non-fiction</b>	\$7,000	\$7,000	\$0
Reason:	Discussed with Donna, this is adequate for space and demand.			
45410	<b>Picture Books, Readers</b>	\$6,000	\$6,000	\$0
Reason:	Discussed with Donna, this is adequate for space and demand.			
45420	<b>Juvenile Fiction</b>	\$7,800	\$8,500	\$700
Reason:	Discussed with Donna, aging titles need replacing resulted in a short term boost.			
45430	<b>Juvenile Audio-Visual</b>	\$4,000	\$3,750	(\$250)
Reason:	Discussed with Donna, DVD's are very hot. They are also overflowing; we cannot justify the budget if we lack the space.			
45470	<b>Graphic Novels</b>	\$500	\$500	\$0
Reason:	Discussed with Carlen, given the limited space this number is adequate.			
45460	<b>eBooks</b>	\$5,000	\$8,000	\$3,000
Reason:	Discussed with Lyndy, this represents eBooks bought exclusively for our library.			
45450	<b>Teen Books</b>	\$3,000	\$2,750	(\$250)
Reason:	Discussed with Eliza, very popular but we don't have enough space.			

<b>45500</b>	<b>Periodicals</b>	\$8,500	\$7,500	(\$1,000)
Reason:	Discussed with Gloria, we're consistently \$2,000 under budget for this line. In addition, we don't have more space and many magazines ( <i>Newsweek</i> the most recent) are disappearing or going digital.			

<b>45510</b>	<b>Video Games</b>	\$2,300	\$2,750	\$450
Reason:	Discussed with Carlen, high collection turnover due to platform changes and one of the few collections with space to grow.			

<b>45600</b>	<b>Public &amp; Staff PC Software</b>	\$4,000	\$4,500	\$500
Reason:	Title is self descriptive. Slightly under budget last year, and we added PC Reservation.			

<b>45610</b>	<b>Library Automation Software</b>	\$14,000	\$14,000	\$0
Reason:	As we are currently conducting an RFP, this line may need to be much higher or lower. It can always be changed if necessary.			

<b>45700</b>	<b>Branch library material</b>	\$0	\$0	\$0
Reason:	We don't have a Branch anymore. <b>DELETE.</b>			

<b>45900</b>	<b>Minor Equipment</b>	\$0	\$0	\$0
Reason:	Not a line we use anymore, <b>DELETE.</b>			

<b>46000</b>	<b>Miscellaneous Expenditure</b>	\$2,000	\$2,000	\$0
Reason:	Has proven adequate in recent years.			

<b>Total</b>		\$256,100	\$266,500	\$10,400
Reason:	I feel that the location of all lines is appropriate, though the new ILS may result in a change to that line.			

#### CAPITAL OUTLAY

<b>49000</b>	<b>Library Furnishings</b>	\$5,000	\$4,958	(\$42)
Reason:	Friends are aiming to help with shelves and/or furniture, and we need to move the indoor bookdrop.			

<b>49050</b>	<b>Interior Bldg Improvements</b>	\$0	\$0	\$0
Reason:	Have not used in years, <b>DELETE.</b>			

<b>49100</b>	<b>Library/MIET Renovation</b>	\$0	\$0	\$0
Reason:	Also has not been used in years, and isn't needed. <b>DELETE.</b>			

<b>49120</b>	<b>Exterior Bldg Improvements</b>	\$5,000	\$13,000	\$8,000
Reason:	To continue building on the landscaping this fall, and fix exterior problems.			

<b>49350</b>	<b>Computer Equipment</b>	\$13,000	\$25,000	\$12,000
Reason:	Enough to cover the installation of 5 new desktops, plus extra for any new equipment related to the ILS upgrade. And a new server, with our current one at the end of it's lifespan.			

<b>49351</b>	<b>Tech-4-You Automation</b>	\$0	\$0	\$0
Reason:	Have not needed for years, <b>DELETE.</b>			

<b>49400</b>	<b>Library Equipment</b>	\$4,500	\$2,000	<b>(\$2,500)</b>
<b>Reason:</b>	We've barely used this line in the past. It's a touch redundant with some other lines.			

<b>50000</b>	<b>Contingency</b>	\$25,916	\$20,000	<b>(\$5,916)</b>
<b>Reason:</b>	Outside of last year, \$20,000 has been the normal setting.			

<b>Total</b>		53,416	64,958	11,542
<b>Reason:</b>	I was able to free up money in the budget to allow for window and roof repair, and the purchase of a new Virtual Server.			

**Transfer to Renovation Fund**

<b>49350</b>	<b>Automation</b>	\$0	\$50,000	<b>\$50,000</b>
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<b>Total</b>		0	\$50,000	\$50,000
<b>Reason:</b>	The \$50,000 in automation would cover the setup and initial costs of a new Integrated Library System.			

<b>Grand Totals</b>		<b>\$826,405</b>	<b>\$914,458</b>	<b>\$88,053</b>
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## February Director's Report

We very quietly had a booming post Holiday's month. Carol, Carlen, and Deena have some fantastic Adult Programs lined up for the spring. These include an informational gathering on eBooks, a discussion group for movie fanatics called 'Reel Time, Real Talk,' and a new group called 'Book Buffs.'

On Monday, February 11 I will be leading a presentation on Rock Island State Park in Wisconsin. I am excited, as always, to have a chance to get out of my office and talk to our patrons. I hope the event will be well attended, as the destination in question is very dear to me.

### Community Branding Project

North Star Design Strategies has been contracted by the Village develop a community 'brand' to market Lake Bluff to prospective residents and businesses. A new Village Board Committee has been established to coordinate the planning. My intention is to attend as many of the meetings and presentations as I can.

### Grant and Gift Funds

I learned from Marlene that any unspent Grant or Gift money is rolled into the General Reserve Fund at the end of the Fiscal Year if it is not used. I believe this sharply highlights the need for the increased tracking we began in January of 2012. I am working with Marlene and Susan to fully understand and improve this process.

### Wood Building Heating Unit

The new unit has been installed and is working. The performance of the primary Library furnaces has been erratic, but the inconvenience for patrons has been limited since most of the areas affected have been staff work areas. The issue appears to have been in the system settings and seems to have been fixed by Ireland. The Museum Board has not yet made a decision on whether or not to commit any funds to the repairs.

My Media Mall Participation

My Media Mall has become an integral part of our collection, with usage continuing to grow. We renewed our participation in the program this month. The cost, unsurprising given arguments between eBook vendors and distributors over pricing, will increase slightly. We paid \$2,000 for our core subscription last year, and that will increase by 5% each of the next two years. Given the importance of the resource and its current low cost (we are paying about \$.14 for access to each title) it is a small price to pay.

Programs with LifeSource

LifeSource is the largest source of blood donations in Illinois. They previously had a clinic in the Dominick's shopping center in Lake Bluff, but are no longer able to maintain a fixed store front. They do want, however, to stay active in the Lake Bluff/Lake Forest area. Dawn Kaiser of LifeSource approached our Head of Adult Programs, Carol Carter, about hosting blood drives at the Library starting in July. The folks from LifeSource regularly do blood drives at community centers, rec centers, and library's and are very familiar with orchestrating such a program. For the Library, it is another way that we can involve ourselves and contribute to the community.

Lake Forester Article

As many of you no doubt have already seen, the *Lake Forester* did a front page story on staff member Claire Osada. The story was also included by the Pioneer as an insert in the *Waukegan News Sun*.

Update on Landscaping

Gerald Nellessen performed our Final Inspection on January 24, and signed off on the project. I have discussed the new cement ramp with George Russell; we're still in on the project list when warm weather returns.

### Human Resources Proposal

The Human Resources Committee met on February 5, 2013 to discuss proposed changes in Library staffing and organization. The goal is to add sufficient hours to ensure that core responsibilities (such as staffing the Reference and Circulation Desks when we are open) are met, and to reorganize the Library to improve efficiency. At present, every staff member reports to me on every problem, idea, etc. Given the current level of business, layout of the library, and the expanding range of collections and services this does not work. The new organizational scheme, of which I have included a flowchart, will provide for 3 Full Time Department heads to ensure consistency on the proverbial 'front lines.' I have also worked with the Human Resources Committee to revise Job Descriptions and Classifications to accurately represent both where we currently are and where we are headed. The intent is to remove the murk, to work smarter and not just harder, and retain the spirit of team work and innovation that have been keys to the success of the Library.

I have included the two most essential pieces of information for the change, the new organizational flow chart and the new Salary Ranges. The Salary Ranges require Board Approval, per policy. The Personnel Manual, when its revision is complete prior to the end of the Fiscal Year, will as well. The organization scheme, job descriptions, and lists of responsibilities fall within the purview of the Library Director's Job Description and the advisory aegis of the Human Resources Committee. In short, they do not require approval by the Full Board of Library Trustees.

### Bids for New Integrated Library System

We received 4 bids from vendors for installing and maintaining our ILS, including a bid from our current company. Given the small market for Public Library Integrated Library Systems, this represents a very successful RFP. We are working on poring through the information returned to us and setting up dates for demos. Proposed installation costs ranged from \$33,000 to \$84,000.

Items on Agenda

Budget for Fiscal Year 2013-2014

Please see attached for a proposed Budget for Fiscal Year 2013-2014. The Board of Library Trustees **must** approve a draft at its February 12 meeting so that it can be published. The Village publishes our Budget with theirs. If the Board wishes to approve a modified version in March, that can be done without any fuss or muss. Thereafter the Board can still modify the budget at any time during the Fiscal Year with a 2/3rds majority vote.

Technology Plan

Please see attached for the technology timetable for implementing a new Integrated Library System, upgrading the Library's server, and putting the Local Area Network maintenance contract out to bid in the next year. It has been approved by the Technology Committee and forwarded to the attention of the full Board of Library Trustees. It does not require a vote.

# Monthly Statistics Summary

## January 2013

### Circulation

#### January

Year	Circulations per Hour	Total
2012-13	39.5	9,597
2011-12	34.1	8,582
2010-11	20.7	8,132

#### Fiscal Year to Date

Total	Percent Change	Adult	Juvenile	Adult Fiction	Adult Non-Fiction	Audio Visual	ILL	
							Borrowed	Lent
85,921	14.89%	47,780	32,976	11,391	7,099	23,332	1,217	281
74,786	-1.17%	43,200	27,577	12,388	6,204	24,999	1,124	264
75,673	N/A	43,194	29,432	13,783	7,135	27,553	1,325	564

### User Visits

#### January

Year	Per Hour	Total
2012-13	26.3	6,387
2011-12	26.5	6,666
2010-11	20.7	4,951

#### Fiscal Year to Date

Avg. Per Hour	Total Visits
31.0	64,135
27.2	56,413
24.9	51,234

### Materials Acquired and Withdrawn

#### January

Year	Total	
	Acquired	Withdrawn
2012-13	596	721
2011-12	488	425
2010-11	292	154

#### Fiscal Year to Date

Total		Adult		Juvenile		Audio Visual	
Acquired	Withdrawn	Acquired	Withdrawn	Acquired	Withdrawn	Acquired	Withdrawn
5,409	6,969	3,669	4,749	1,740	2,220	763	634
5,368	5,031	3,806	3,759	1,562	1,272	817	671
4,050	3,760	2,773	2,693	4,050	1,067	672	177

### Online Access

#### Downloaded Materials

##### January

Year	Downloads	
	Books	Music
2012-13	361	274
2011-12	273	254
2010-11	210	279

##### Fiscal Year to Date

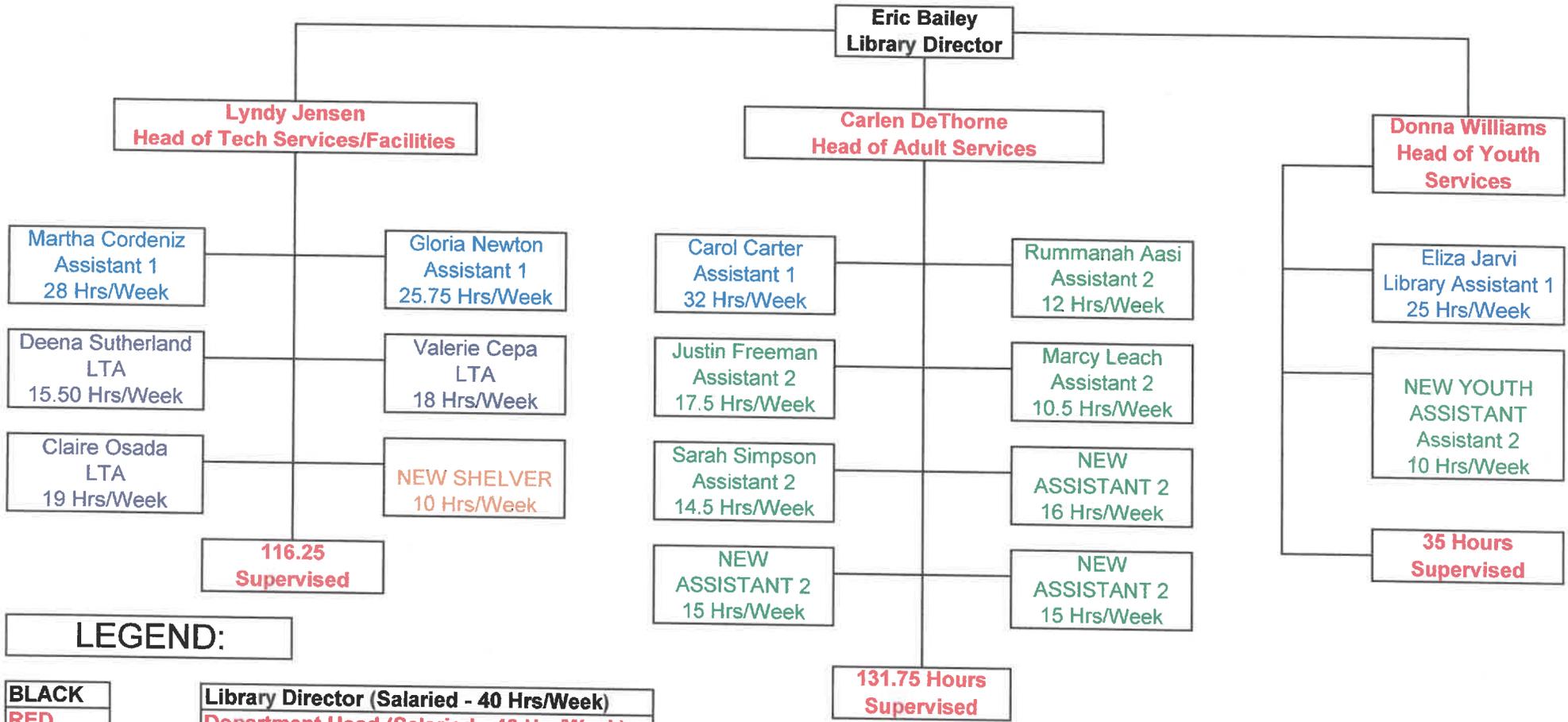
Downloads	
Books	Music
2,641	2,114
1,923	1,875
852	NA.

#### Website Usage

##### Fiscal Year to Date

Site Visits	
Unique Visitors	Page Loads
52,580	79,480
48,434	73,701
52,080	82,494

# Organizational Flow Chart for the Lake Bluff Public Library w/Hours Worked Per Week 16 A



## LEGEND:

<b>BLACK</b>	<b>Library Director (Salaried - 40 Hrs/Week)</b>
<b>RED</b>	<b>Department Head (Salaried - 40 Hrs/Week)</b>
<b>BLUE</b>	<b>Library Assistant 1 (20-40 Hrs/Week)</b>
<b>GREEN</b>	<b>Library Assistant 2 (10-20 Hrs/Week)</b>
<b>PURPLE</b>	<b>Technical Assistant (LTA) (10-20 Hrs/Week)</b>
<b>ORANGE</b>	<b>Shelver (10-20 Hrs/Week)</b>

## HR BUDGET:

HR Budget 2012-2013	\$516,889
HR Budget 2013-2014	\$540,500

Budget Increase	\$23,611
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## STAFF BUDGET:

Staff Budget 2012-2013	\$394,889.00
Staff Budget 2013-2014	\$418,000.00

Budget Increase	\$23,111.00
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## STAFF HOURS:

	Hours	FTE
Per Week 2012-2013	391.75	9.79
Per Week 2013-2014	443.00	11.08

Total Increase	51.25	1.28
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NOTE: HR Budget numbers include Medical Insurance, IMRF, Social Security, and other expenses related to employee pay.

## Lake Bluff Public Library

### Salary Ranges February 2013 -- Proposed

#### Director

Set by Board

#### Dept. Head

Salaried

\$35,000

Min

\$62,000

Max

#### Library Assistant I

Hourly

\$14

Min

\$17

Max

#### Library Assistant II

Hourly

\$11

Min

\$14

Max

#### Library Technical Assistant

Hourly

\$11

Min

\$14

Max

#### Shelver

Hourly

\$9

Min \*

\$12

Max

\* Illinois minimum wage is \$8.25 as of 1/1/2013

# Lake Bluff Public Library

## Salary Ranges May 2010

### Director

Set by Board

### Dept. Head

Hourly	Full Time
\$22	\$45,760 Min
\$32	\$66,560 Max

### Associate Librarian

Hourly	Full Time
\$16	\$34,154 Min
\$24	\$49,920 Max

### Library Assistant

Hourly	
\$11	Min
\$16	Max

### Shelver

Hourly	
\$9	Min *
\$12	Max

\* Illinois minimum wage is \$8.25 as of 7/1/2010

## Department Head Benchmarks 2012

16D

Area Libraries (2010)	Max Salary	Min Salary	Number of Heads	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	Per Capita Expenditure
Deerfield	\$84,885	\$37,752	8	\$3,211,500	18,225	450,288	153,356	32,500	35/22	\$176
Glencoe	\$87,714	\$50,856	4	\$2,076,659	8,762	214,089	95,694	20,600	9/28	\$237
Highland Park	\$95,306	\$38,522	6	\$4,192,000	30,262	730,069	248,357	42,000	26/65	\$139
Lake Bluff	\$66,560	\$45,760	1	\$813,309	5,722	100,445	94,330	9,550	5/10	\$142
Lake Forest	\$84,781	\$49,483	4	\$3,375,481	19,375	465,927	145,496	32,878	20/35	\$174
Libertyville (Cook)	\$96,096	\$55,494	8	\$7,181,700	59,563	1,685,944	287,396	64,000	44/86	\$121
Northbrook	\$92,706	\$56,285	8	\$5,897,500	33,170	886,325	345,230	85,341	35/81	\$178
Wilmette	\$92,477	\$59,925	6	\$5,581,490	27,087	753,356	275,710	65,654	29/59	\$206
Winnetka/Northfield	\$105,352	\$36,442	5	\$3,339,390	17,357	404,465	144,651	24,000	21/30	\$192
<b>Average</b>	<b>\$89,542</b>	<b>\$47,835</b>	<b>6</b>	<b>\$3,963,225</b>	<b>24,391</b>	<b>632,323</b>	<b>198,913</b>	<b>41,836</b>	<b>25/46</b>	<b>\$174</b>

NOTE: In addition to the Department Heads listed for Libraries in our size range, Network Manager, Readers Advisory, and Collection Development are common in bigger Libraries

NOTE: Average staff size for Libraries in our area: 71.

Similar Libraries (2010) By Population and EAV	Max Salary	Min Salary	Number of Heads	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	PerCapita Expenditure
Byron	\$44,990	\$29,994	1	\$1,008,997	7,048	105,071	NA	27,640	6/5	\$143
Coal City	\$42,640	\$27,706	6	\$1,263,463	9,392	231,881	NA	15,628	9/37	\$134
Floosmoor	\$63,981	\$37,440	4	\$1,397,196	9,301	209,515	NA	38,000	6/29	\$150
Lake Bluff	\$66,560	\$45,760	1	\$813,309	5,722	100,445	94,330	9,550	5/10	\$142
North Riverside	\$40,602	\$29,162	4	\$749,808	6,688	67,746	NA	22,500	3/21	\$112
Riverside	\$52,000	\$37,440	3	\$964,230	8,895	138,216	NA	17,761	11/17	\$108
Stickney-Forest View	\$38,189	\$29,120	4	\$898,000	9,026	42,372	NA	13,685	7/8	\$99
Winfield	\$52,998	\$35,256	4	\$721,536	9,089	101,843	NA	9,525	5/5	\$79
<b>Average</b>	<b>\$50,245</b>	<b>\$33,985</b>	<b>3</b>	<b>\$977,067</b>	<b>8,145</b>	<b>124,636</b>		<b>19,286</b>	<b>7/17</b>	<b>\$121</b>

NOTE: Most Libraries in our size range have a combination of the following Department Heads: Adult, Youth, Circulation, Technical Services, and Reference.

NOTE: Average staff size for Similar Libraries: 24.

<b>AVERAGE OF LOCAL AND SIMILAR</b>	<b>\$69,893</b>	<b>\$40,910</b>	<b>4</b>	<b>\$2,470,146</b>	<b>16,268</b>	<b>378,480</b>		<b>30,561</b>	<b>16/31</b>	<b>\$147</b>
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# Clerk/Library Assistant Benchmarks 2012

Area Libraries (2010)	Max Salary Per Hour	Min Salary Per Hour	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	Per Capita Expenditure
Deerfield	\$16.22	\$10.82	\$3,211,500	18,225	450,288	153,356	32,500	35/22	\$176
Glencoe	\$19.41	\$12.94	\$2,076,659	8,762	214,089	95,694	20,600	9/28	\$237
Highland Park	\$19.76	\$11.77	\$4,192,000	30,262	730,069	248,357	42,000	26/65	\$139
Lake Bluff	\$16.00	\$11.00	\$813,309	5,722	100,445	94,330	9,550	5/10	\$142
Lake Forest	\$19.44	\$13.67	\$3,375,481	19,375	465,927	145,496	32,878	20/35	\$174
Libertyville (Cook)	\$26.47	\$17.19	\$7,181,700	59,563	1,685,944	287,396	64,000	44/86	\$121
Northbrook	\$19.80	\$12.34	\$5,897,500	33,170	886,325	345,230	85,341	35/81	\$178
Wilmette	\$27.51	\$10.20	\$5,581,490	27,087	753,356	275,710	65,654	29/59	\$206
Winnetka/Northfield	\$21.19	\$11.12	\$3,339,390	17,357	404,465	144,651	24,000	21/30	\$192
<b>Average</b>	<b>\$20.64</b>	<b>\$12.34</b>	<b>\$3,963,225</b>	<b>24,391</b>	<b>632,323</b>	<b>198,913</b>	<b>41,836</b>	<b>25/46</b>	<b>\$174</b>

NOTE: Terminology varies for Part Time staff; 'Clerk' is the most common term for what we call Library Assistants.

Similar Libraries (2010) By Population and EAV	Max Salary Per Hour	Min Salary Per Hour	Budget	Population	Circulation	Collection	Sq. Feet	FT/PT	PerCapita Expenditure
Byron	\$16.50	\$8.00	\$1,008,997	7,048	105,071	NA	27,640	6/5	\$143
Coal City	\$15.25	\$8.85	\$1,263,463	9,392	231,881	NA	15,628	9/37	\$134
Floosmoor	\$15.02	\$8.70	\$1,397,196	9,301	209,515	NA	38,000	6/29	\$150
Lake Bluff	\$16.00	\$11.00	\$813,309	5,722	100,445	94,330	9,550	5/10	\$142
North Riverside	\$11.68	\$8.00	\$749,808	6,688	67,746	NA	22,500	3/21	\$112
Riverside	\$17.75	\$10.00	\$964,230	8,895	138,216	NA	17,761	11/17	\$108
Stickney-Forest View	\$11.13	\$8.25	\$898,000	9,026	42,372	NA	13,685	7/8	\$99
Winfield	\$15.00	\$8.00	\$721,536	9,089	101,843	NA	9,525	5/5	\$79
<b>Average</b>	<b>\$14.79</b>	<b>\$8.85</b>	<b>\$977,067</b>	<b>8,145</b>	<b>124,636</b>		<b>19,286</b>	<b>7/17</b>	<b>\$121</b>
<b>AVERAGE OF LOCAL AND SIMILAR</b>	<b>\$17.72</b>	<b>\$10.59</b>	<b>\$2,470,146</b>	<b>16,268</b>	<b>\$378,480</b>		<b>30,561</b>	<b>16/31</b>	<b>\$147</b>

## Technology Implementation Schedule

1. On or Before May 1, 2013
  - Extend CVI's contract 1 year, from May 1, 2013 to April 30, 2014.
  - Obtain an impartial evaluation of our current system and its needs.
  - Sign a minimum 1 year contract for a new ILS provider.
  - Purchase 5 new desktop computers.
  - Based off the evaluation and the needs of the new ILS, purchase a new Virtual Server that can accommodate a minimum of 4-6 'guests.'
  - Either extend TLC's contract for 6 months until October, 2013 or activate the 'Transition to New ILS' clause in our contract to pay month to month. Given the timetable established for Server and ILS installation, the Library will select whichever option looks to best meet the time and cost needs of the Library.
2. May 1 – June 1, 2013
  - Install desktop computers and Virtual Server.
3. June 1 – October 31, 2013
  - Install new Integrated Library System on Virtual Server.
  - Roll out the new ILS and Server when the vendor and LAN Support Company deem them ready.
4. November 1, 2013
  - Publish a Request for Proposal bid notice for a LAN Network Support company.
5. December 1, 2013
  - Bid notices due for LAN Network Support.
6. January 31, 2014
  - Select LAN Network Support company.
7. Before May 1, 2014
  - Sign contract with LAN Network Support Company.
  - Begin process of transitioning to new support provider.

**LAKE BLUFF PUBLIC LIBRARY  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

## **NOTICE OF Technology Committee Meeting**

The Technology Committee of the Lake Bluff Public Library Board of Library Trustees will meet at the Lake Bluff Public Library on Thursday, January 24, 2012 at 6:00 PM for the purposes outlined below:

**Lake Bluff Public Library Board of Trustees Technology Committee Meeting  
Thursday January 24, 2013  
6:00 PM  
At the Lake Bluff Public Library  
123 E. Scranton Avenue  
Lake Bluff, Illinois 60044**

### **AGENDA**

- I. Call to order**
- II. Roll Call**
- III. A discussion of technology projects for the coming year**
  - a. Discussion of estimates for a new Local Area Network Maintenance Provider**
- IV. Any and all other business that may properly come before this committee**
- V. Dismissal**

All regular meetings and committee meetings of the Lake Bluff Board of Library Trustees are open to the public. If you wish to attend the January 24<sup>th</sup> meeting and have special requirements as outlined in the Americans with Disabilities Act, please notify the Library Director, Matt Womack, by noon on January 24<sup>th</sup>.

# Director's Report to the Technology Committee

## TIMELINE FOR UPGRADES

The Board of Library Trustees needs to approve a Rough Draft of the budget for publication at its February meeting. The Final Draft, which can be different than the Rough Draft, needs to be approved at the March meeting. The 3 technology projects that have been under consideration for the 2013-2014 Fiscal Year are:

- New Virtual Server/New Desktops
- New Integrated Library System (ILS)
- New Local Area Network Manager

## INTEGRATED LIBRARY SYSTEM

The cost of the ILS can be paid for out of Special Reserve Funds. It is the sort of project, difficult for the Library to pay for from its operating expenses, that Reserve Funds are meant for. I currently have the cost of a new ILS set at \$50,000, which reflects the cost of installing our current system roughly 10 years ago. The actual cost for the first year will likely be higher, and should be available before the budget is completely finalized. The annual cost after that should be comparable to what the Library is currently paying, and possibly even lower.

## VIRTUAL SERVER AND NEW DESKTOPS

The Virtual Server will cost, according to CVI, about \$12,000. I have worked the cost of the server and the 5 new desktops into the regular budget for next year. Of the 7 devices in our server rack, 4 belong to CVI. Computer View has previously stated that they would pull their servers should their contract not be renewed. I have made an inquiry on what bargains we might strike to retain the loaner servers for a short time. I was informed by CVI that they had arranged an extended lease for at least one former customer who was changing companies, but they would not commit to whether they would do so for us or how much it would cost.

## LOCAL AREA NETWORK MANAGEMENT COMPANY

As the Board of Library Trustees is aware, Lyndy, Carlen, and I have been meeting with the competition to Computer View Inc. (CVI), our Local Area Network (LAN) Support

Company. In our Request for Estimate (RFE) we learned a great deal, and met with some good companies. Many vendors are over \$20,000 in their estimate for an annual contract, some by quite a lot. The proposals from the vendors are also very, very different. Enough so that making them comparable would be extraordinarily difficult. The RFE was intended to learn whether we needed to go to bid, and if so what questions to ask the vendors. We got clear answers to both.

Due to legal requirements, as well as the need to provide vendors with our specific needs, we need to put out a Request for Proposal. Even taking the legal and policy aspects out of the equation, I firmly believe that it is necessary to put out an RFP to obtain the quotes required to make a good decision.

The upfront cost of changing LAN Management companies will be significant. For the lowest bidders the contract and setup would be at least double what we would pay CVI next year. Most of those companies would not be my first choice. For a LAN Support provider that would represent a true improvement, those that we are looking strongly at, the Library would likely need to pay double or more each year on the annual contract versus what we currently pay. I feel it important to emphasize that given what I have learned in speaking with LAN Managers, we **do not** have sufficient funds in next year's Regular Budget to pay for both the Virtual Server and a change in LAN Manager.

### Conclusion

Both the LAN Management companies and the ILS vendors that we have spoken to stated that the most efficient way to setup both a new server and a new ILS would be to run the old system side by side with the new. This would enable the new system and software to be setup on the Virtual Server, while the old server chugs along providing uninterrupted service. Once the Virtual Server and new ILS pass trials, they would take the place of the old server and software. This should minimize any inconvenience to staff or patrons but is predicated on retaining access to our current servers. Even if CVI is willing to negotiate a short term loan of their hardware, it would represent an added cost versus waiting to make the change in 2014 when we will not be using any of their equipment on site. Lyndy and I both have confidence in CVI's ability to install a Virtual Server and assist with the implementation of a new ILS. They have some very apparent shortcomings, but handling setup and implementation is one of their strengths.

Based off the above information, I am proposing the Library follow the attached timeline.